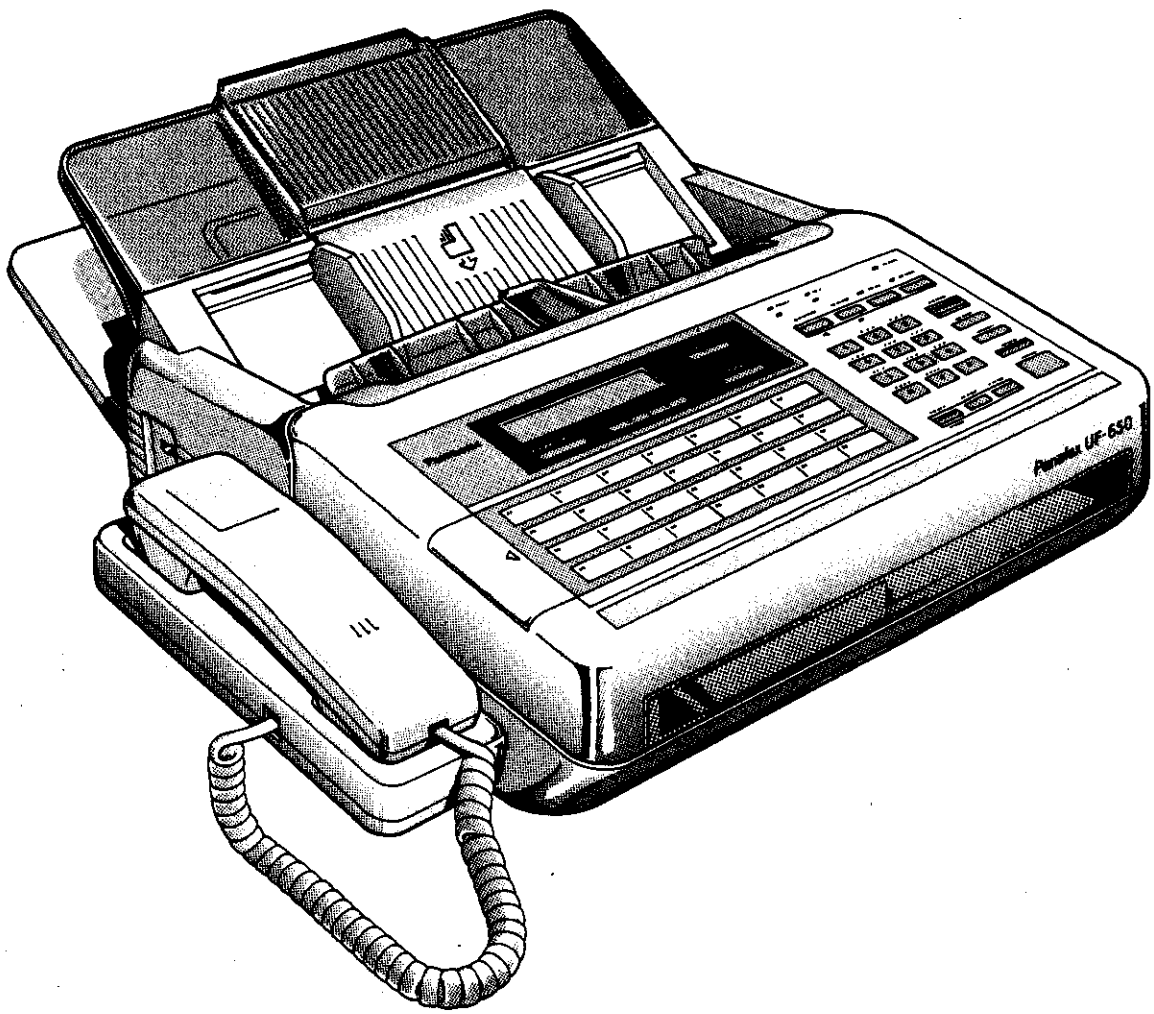
Panafax

UF-650

User's Guide



Panasonic®

CONTENTS

Chapter 1 GETTING TO KNOW YOUR MACHINE

1-1. EXTERNAL VIEW 1-1
1-2. CONTROL PANEL 1-2
1-3. FUNCTION LIST 1-3

Chapter 2 INSTALLING AND SETTING UP YOUR MACHINE

2-1. INSTALLING YOUR MACHINE 2-1
Caution 2-1
Unpacking 2-2
Final Installed View 2-3
Installing Handset Base Ass'y and Handset 2-3
Installing Sub-Tray 2-4
Installing Document Return Tray 2-4
Installing/Replacing Recording Paper 2-5
Connecting the Telephone Line and Power Supply Cord 2-6
Setting the Dialling Method (Tone or Pulse) 2-7
Lightning Precautions 2-8
Final Installation Test 2-9

2-2. SETTING UP YOUR MACHINE 2-10
2-2-1. CHARACTER KEY LAYOUT UNDER THE STATION DIRECTORY SHEET 2-10
2-2-2. USER PARAMETERS 2-11
How to Set the Date and Time 2-11
How to Set Your LOGO 2-12
How to Set Your Character ID 2-13
How to Set Your ID Numer 2-14
2-2-3. ONE-TOUCH/ABBREVIATED DIALLING NUMBERS 2-15
Entering One-Touch/Abbreviated Dialling Numbers 2-15
Filling Out the Station Directory Sheet 2-16
2-2-4. FAX PARAMETERS 2-17
Setting FAX Parameters 2-17
FAX Parameter Table 2-18
2-2-5. ADJUSTING MONITOR VOLUME 2-20
2-2-6. ADJUSTING RINGER VOLUME 2-20
2-2-7. USING MUTE 2-20

Chapter 3 BASIC OPERATION

3-1. TRANSMITTING DOCUMENTS 3-1

3-1-1. LOADING DOCUMENTS 3-1

Documents You Can Send 3-1
Documents You Cannot Send 3-1
How to use the Carrier Sheet 3-1
Loading Documents 3-1

3-1-2. BASIC TRANSMISSION SETTINGS 3-2

Original (Contrast) 3-3
Resolution 3-3
Halftone 3-4
Verification Stamp 3-4
Communication Journal (COMM. JOURNAL) 3-4
Error Correction Mode (ECM) 3-5
Total Pages 3-6

3-1-3. TRANSMISSION 3-7

Off-Hook Dialling 3-8
On-Hook Dialling 3-8

3-1-4. MEMORY TRANSMISSION 3-9

Direct Dialling 3-10
One-Touch Dialling 3-11
Abbreviated Dialling 3-12
Directory Search Dialling 3-13
Multi-Station Dialling 3-14

3-2. RECEIVING DOCUMENTS 3-15

3-2-1. AUTOMATIC RECEPTION 3-16

3-2-2. MANUAL RECEPTION 3-16

How to Set Manual Reception 3-16
What to do When Your Telephone Rings 3-16

3-2-3. SUBSTITUTE RECEPTION (MEMORY RECEPTION) 3-17

3-3. MAKING COPIES 3-17

Single Copies 3-18
Multiple Copies 3-18

3-4. USING YOUR TELEPHONE 3-18

Making a Regular Call 3-19
For Making Voice Contact after Sending/Receiving 3-19

Chapter 4 GETTING THE MOST OUT OF YOUR MACHINE

4-1. POLLING **4-1**
- How to Set Common Polling Password 4-1
- How to Prepare to be Polled 4-2
- How to Poll 4-3
- How to Turnaround Poll (Combined Transmission and Polling) 4-4
- How to Printout Polled File 4-5
- How to Delete Polled File 4-6

4-2. TIMER CONTROLLED COMMUNICATIONS **4-7**
- Deferred Transmisison 4-7
- Deferred Polling 4-8

4-3. PROGRAMMED COMMUNICATIONS **4-9**

4-3-1. SETTING PROGRAM KEYS **4-9**
- Setting for Deferred Transmission 4-10
- Setting for Polling 4-12
- Setting for Deferred Polling 4-14
- Setting for Group Dialling 4-16
- Setting for One-Touch Key 4-17
- How to Erase Program Key Settings 4-18
- Program Key Programming Flowchart 4-19

4-3-2. USING PROGRAM KEYS **4-20**
- Timer Batch Transmission 4-21

4-4. INTERRUPT KEY OPERATION **4-22**

4-5. MEMORY MANAGEMENT (Editing File) **4-23**
- How to Printout File List 4-23
- Sample File List 4-24
- How to Change Communication Time and/or Stations 4-26
- How to Delete an Individual File 4-27
- How to Delete an All Files 4-28
- How to Printout File 4-29
- How to Add Documents 4-30
- How to Retry Incomplete File 4-31

4-6. GROUP DIALLING USING ONE-TOUCH KEYS **4-32**
- Setting Fax Parameter 4-32
- Entering Group Dialling Numbers 4-33
- Using Group Dialling One-Touch Keys 4-34

4-7. PRINTOUT REPORTS AND LISTS **4-35**
- Journal 4-35
- Individual Transmission Journal (XMT JOURNAL) 4-35
- Communication Journal (COMM. JOURNAL) 4-38
- Batch Communication Journal (BATCH COMM. JOURNAL) 4-39
- One-Touch/ABBR. No./Directory Search List 4-40
- Program List 4-43
- Fax Parameter List 4-45
- Power Failure Report 4-47

Chapter 5 PROBLEM SOLVING

5-1. PROBLEM SOLVING 5-1

If You Have Any These Problems 5-1
Information Codes 5-1
Clearing a Recording Paper Jam 5-4
Clearing a Document Jam 5-5
Cleaning the Contact Image Sensor & Scanning Roller 5-6
Cleaning the Thermal Recording Head 5-7
Adjusting the Automatic Document Feeder (ADF) 5-8
Refilling or Replacing the Verification Stamp 5-9
Checking the Telephone Line 5-10

Chapter 6 APPENDIX

6-1. RELAYED TRANSMISSION 6-1

General Description 6-1
UF-650 Compatibility with Other Machines 6-2
Relay Network 6-3
Setting Up Your Machine for Relayed Transmission 6-7
Printout One-Touch/Abbr. No./Directory Search List 6-12
Sending Documents by Relayed Transmission 6-15
Printouts and Reports 6-16

6-2. CONFIDENTIAL COMMUNICATION 6-19

General Description 6-19
UF-650 Compatibility with Other Machines 6-21
Setting Up Your Machine for Confidential Communications 6-21
Storing Confidential Documents in Your Machine's Memory 6-24
Sending Confidential Documents to a Relay Station 6-25
Polling Confidential Documents from a Relay Station 6-26
Printing Out Confidential Documents Received in Your Machine's Memory 6-27
Deleting a Stored Confidential Document 6-28
Printouts and Reports 6-29

6-3. PASSWORD COMMUNICATION 6-30

General Description 6-30
UF-650 Compatibility with Other Machine 6-30
Setting Transmission Password & Receiving Password 6-30
How to Use Password Transmission 6-32
How to Set Password Reception 6-33

6-4. FAX ACCESS CODE 6-34

Setting the Fax Access Code 6-34

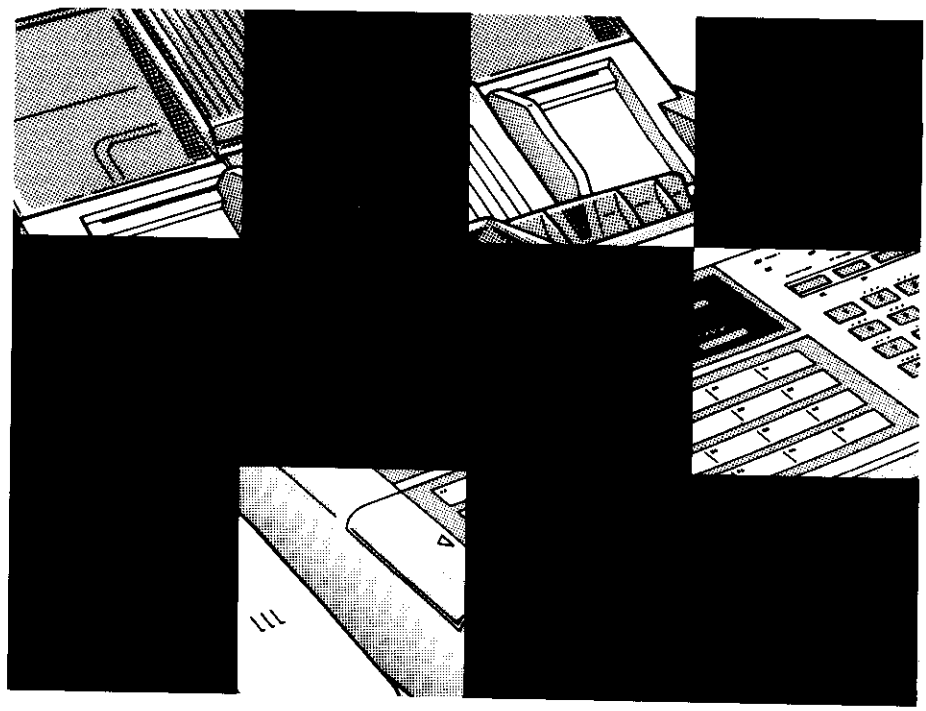
6-5. DEPARTMENT CODES 6-35

Setting the Department Codes 6-35
Printout Journals 6-35

6-6. SPECIFICATIONS 6-39

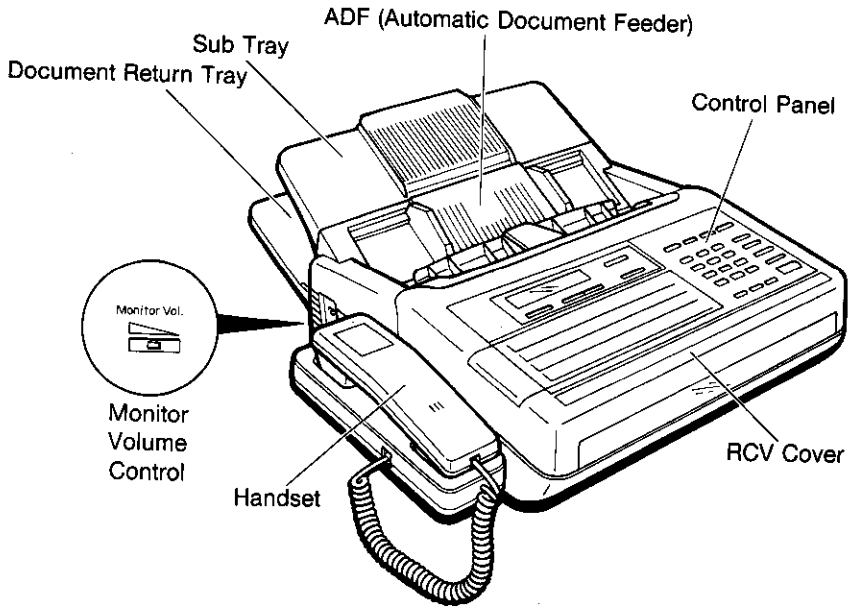
6-7. INDEX 6-40

1. GETTING TO KNOW YOUR MACHINE

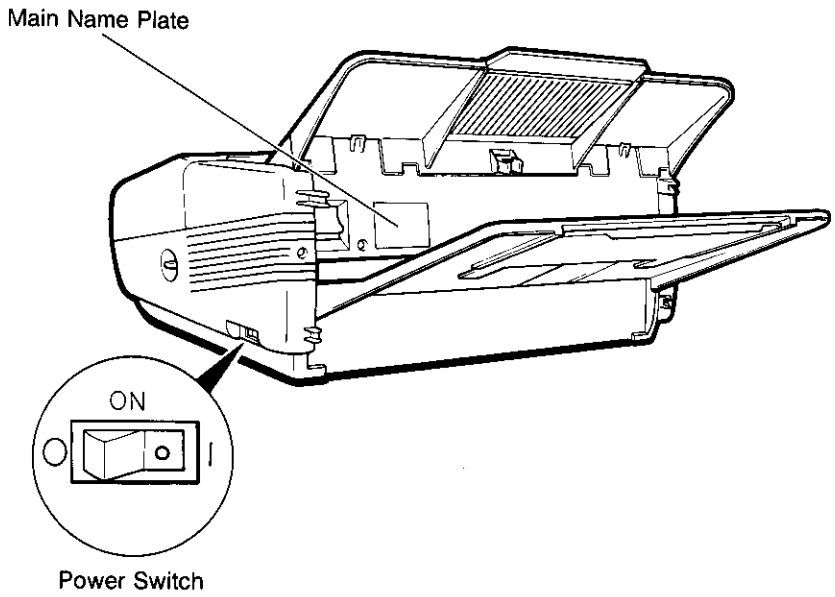


EXTERNAL VIEW
CONTROL PANEL
FUNCTION LIST

1-1. EXTERNAL VIEW

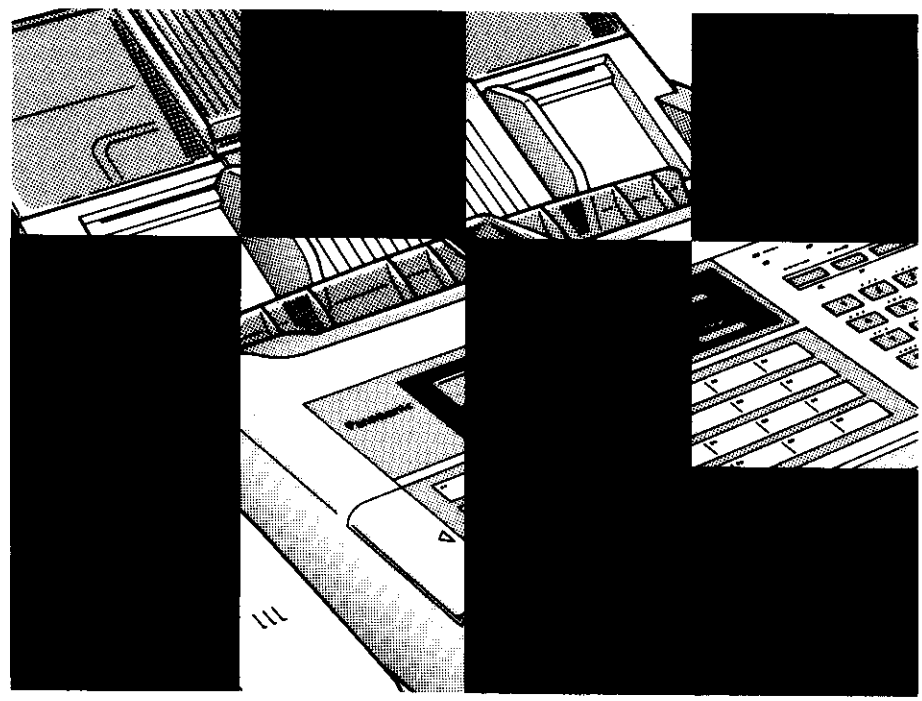


Front View



Rear View

2. INSTALLING AND SETTING UP YOUR MACHINE

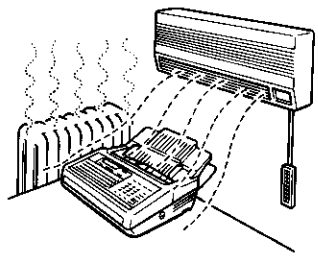


INSTALLING YOUR MACHINE
SETTING UP YOUR MACHINE

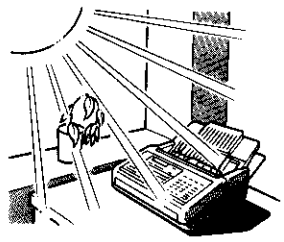
2-1. INSTALLING YOUR MACHINE

Caution

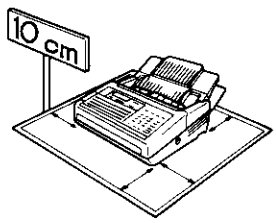
1. Do not install the machine near heating or air conditioning units.



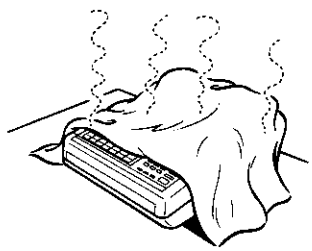
2. Avoid exposure to direct sunlight.



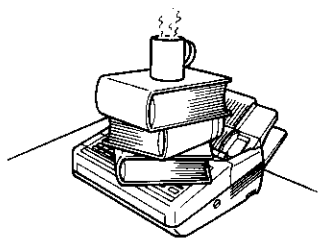
3. Install the machine on a flat surface, and leave at least 10 cm of space between the machine and other objects.



4. Do not block the ventilation openings.

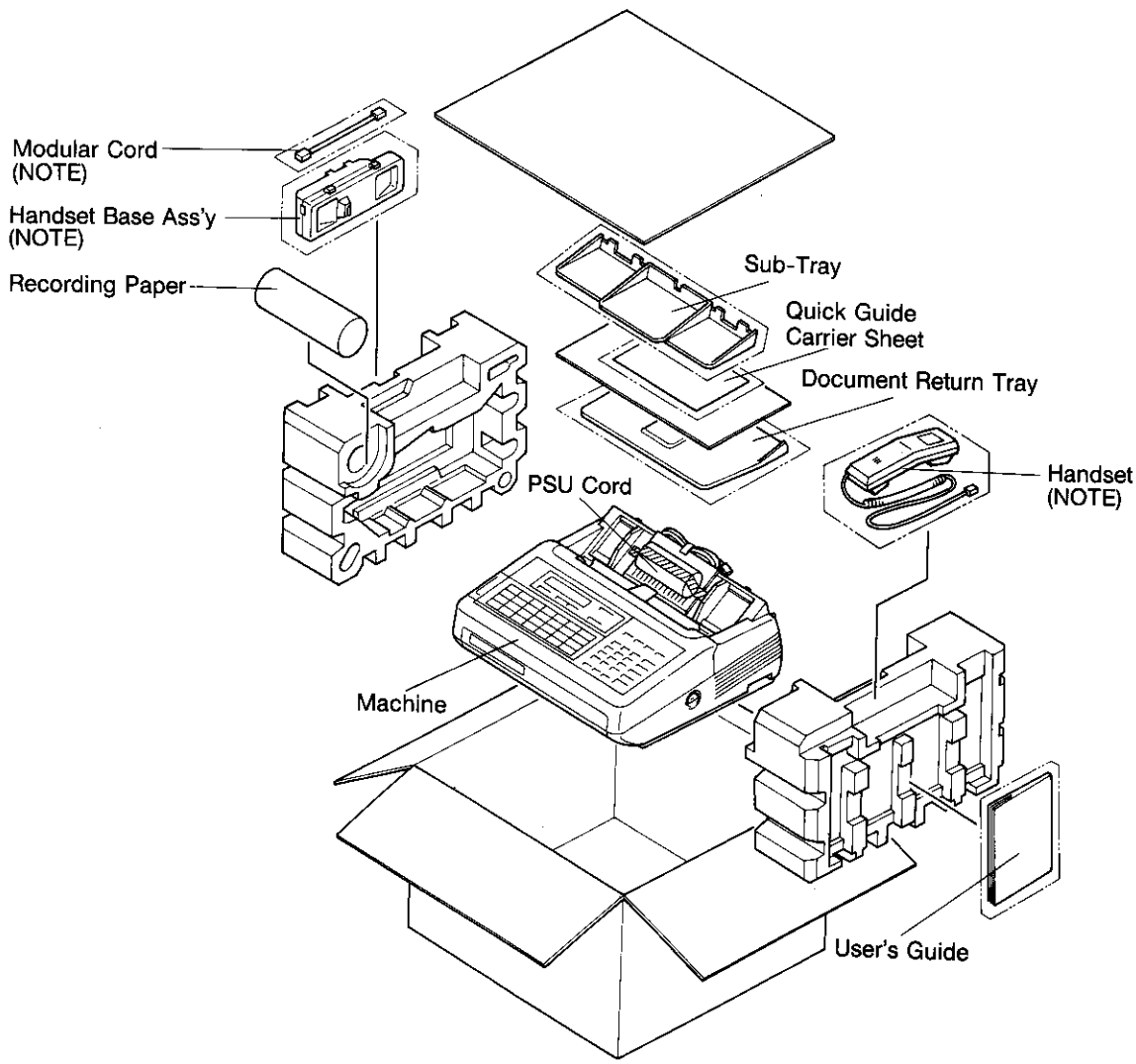


5. Do not place heavy objects, or spill liquids on the machine.



Unpacking

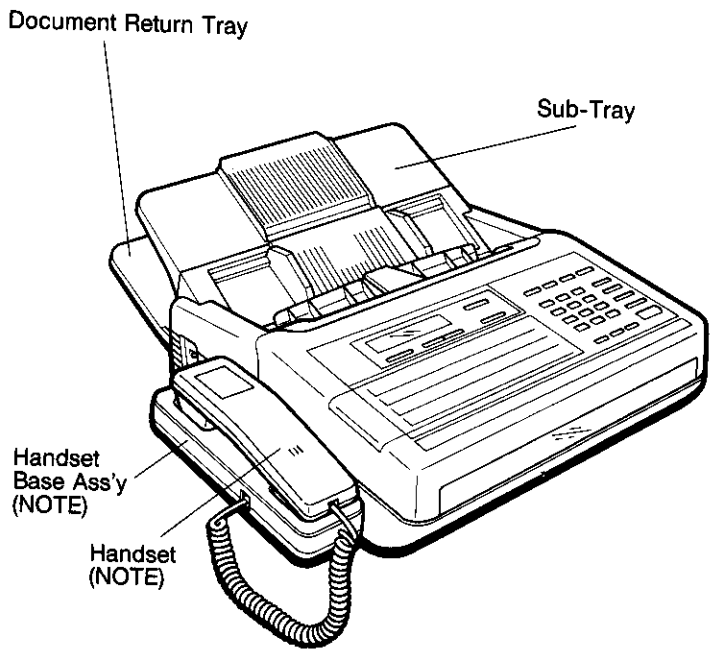
Unpack the carton referring to the illustration shown below. Inspect the machine for any shipping damage and check that you have all accessories illustrated.



NOTE

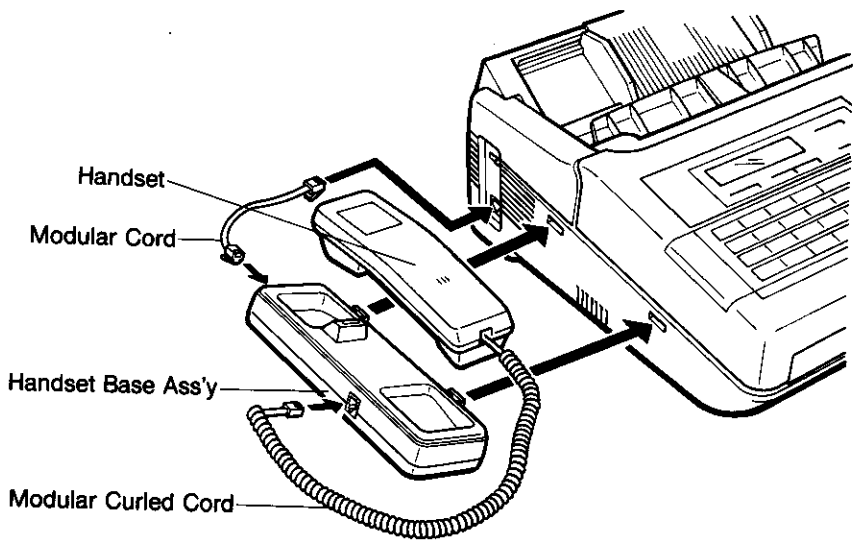
1. *Handset, Modular Cord and Handset Base Ass'y may not be attached depending on each regulation or specification of the country.*

Final Installed View



Installing Handset Base Ass'y and Handset (NOTE)

1. Hook the projections of the Handset Base Ass'y into the square holes on Left Side Cover.
2. Connect the attached Modular Cord (short) between the jack on the rear of the Handset Base and the jack on the Side Panel.
3. Connect the Modular Curled Cord to the jack on the left side of the Handset Base Ass'y.

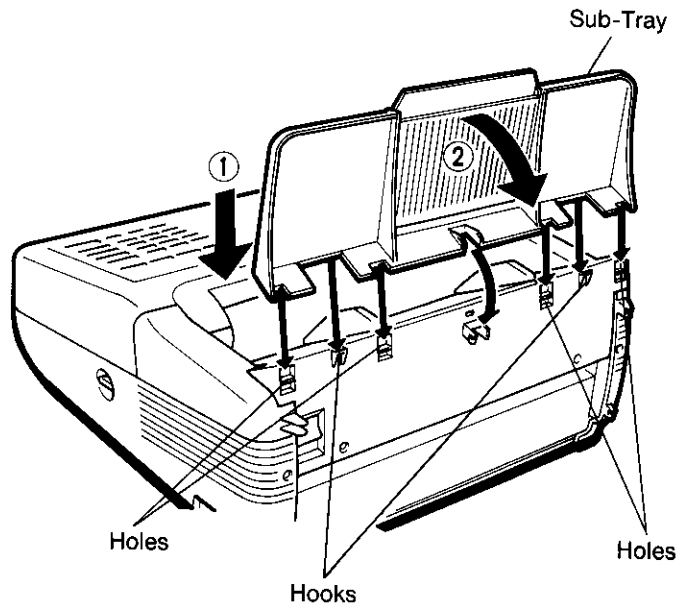


NOTE

1. The handset may not be attached depending on each regulation or specification of the country.

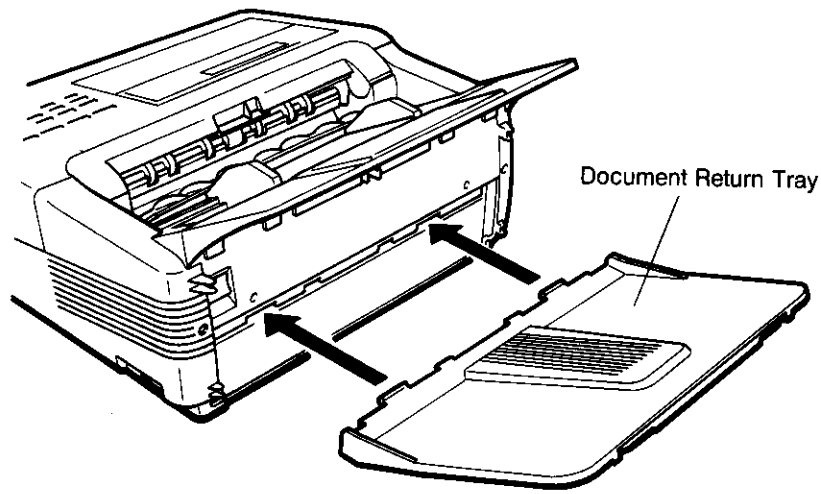
Installing Sub-Tray

1. Set the Sub-Tray onto the two hooks.
2. Tilt the Sub-Tray into the four holes.



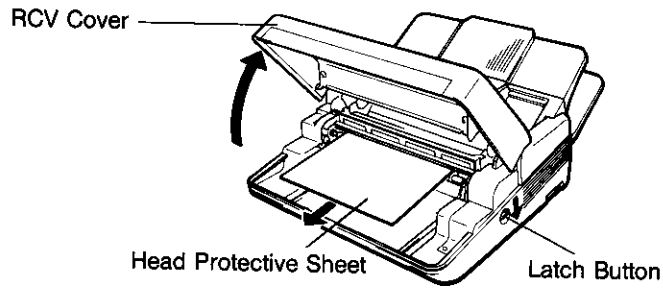
Installing Document Return Tray

1. Insert the Document Return Tray into the four square holes on the rear of machine.

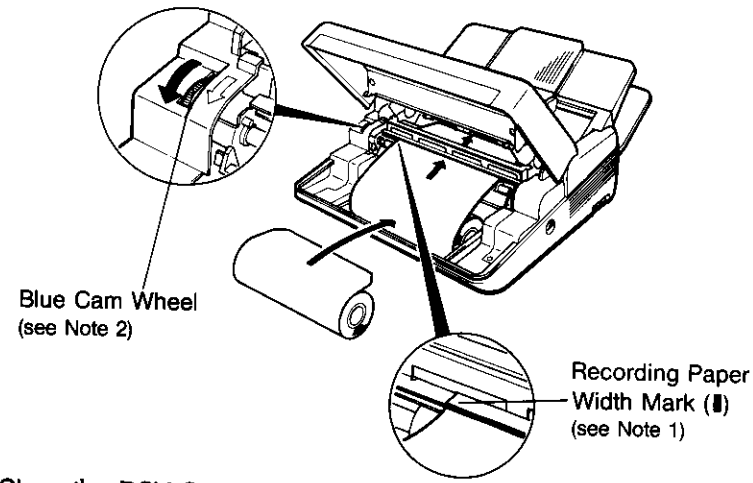


Installing/Replacing Recording Paper

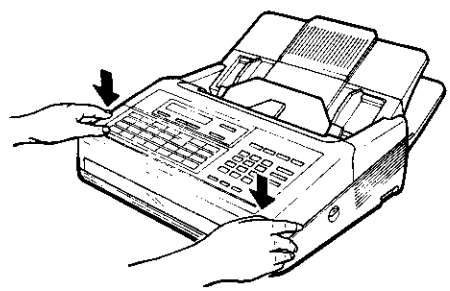
1. Press down on the latch button on the right side of the cover and open the RCV Cover.



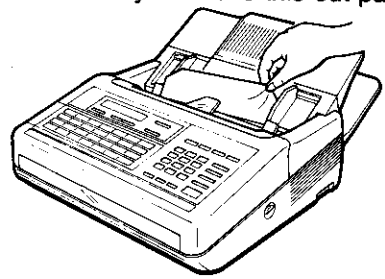
2. Set the recording paper into the unit and feed the leading edge of the paper between the guide plates of the cutter unit until it projects out of the unit. Make sure that the recording paper is set correctly as shown in the figure below. If it is set incorrectly, the machine will not reproduce images.



3. Close the RCV Cover carefully by pressing both corners down until the cover locks into position (you will hear a "click" sound).



4. Later, when you turn on the power, the recording paper projecting from the unit will be cut automatically. Remove this cut paper.

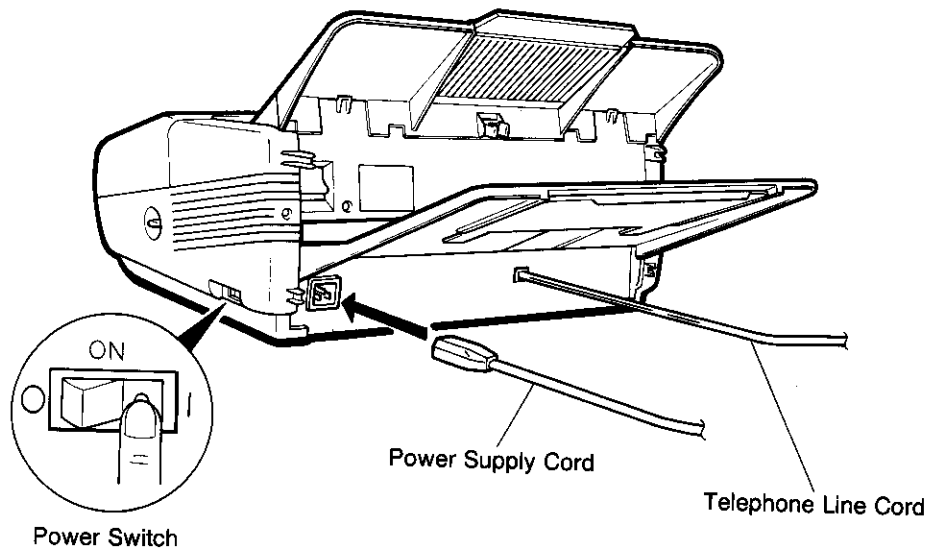


NOTE

1. *The top guide plate has mark indicating the width of the recording paper. When installing the recording paper, be sure to align the paper with the mark (▮).*
2. *If the recording paper cannot pass between the guide plates, turn the Blue Cam Wheel until you hear a "click" sound in the direction of arrow.*

Connecting the Telephone Line and Power Supply Cord

1. Plug the telephone line cord.
2. Plug the Power Supply Cord (PSU Cord) into wall AC outlet.
3. Turn on the Power Switch.



WARNING (For New Zealand users)
When you operate this equipment, the power socket-outlet should be near the equipment and be easily accessible.

NOTE

1. *When you turn ON the AC power, the ADF protective sheet will be ejected out automatically.*

Setting the Dialling Method (Tone or Pulse)

Your machine can operate with either of two dialling methods (Tone or Pulse), depending on the type of telephone line you are connected to.

If you need to change dialling method, follow the procedure below.

1 FUNCTION and 7

SET MODE (1-5)
1:USER PARAMETERS

2 4

SET MODE (1-5)
4:FAX PARAMETERS

3 SET

FAX PARAMETER (01-34)
01 RESOLUTION

4 0 and 7

FAX PARAMETER (01-34)
07 DIALLING METHOD

5 SET

07 DIALING METHOD
2:TONE (1-2)

6 Enter new setting value.

1 for Pulse dialling.

07 DIALING METHOD
1:PULSE (1-2)

2 for Tone dialling.

Ex: 1 for Pulse dialling

7 SET

FAX PARAMETER (01-34)
08 HEADER PRINT

8 STOP

15-AUG-1990 15:00
00%

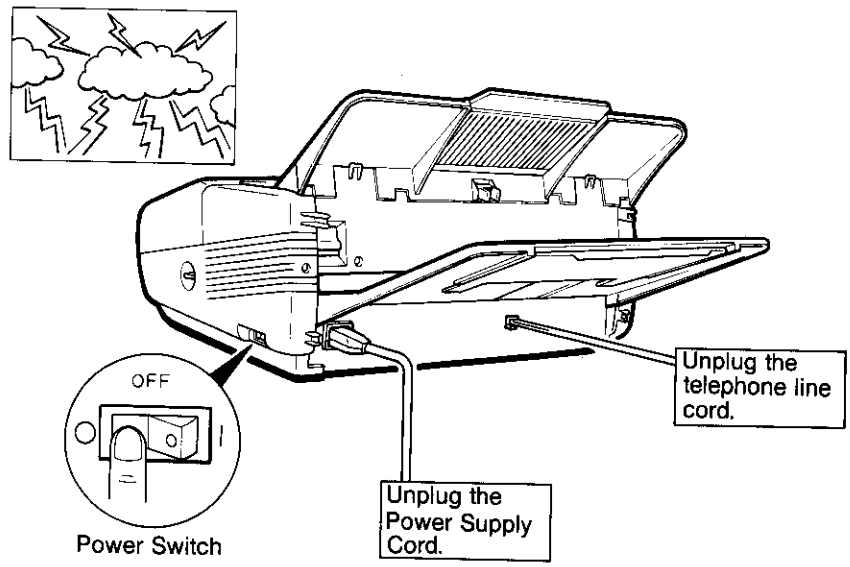
To return to standby.

Lightning Precautions

To minimize the possibility of damage due to lightning, a surge protector is built into your machine. Sometimes though this is not enough to protect the machine completely when a strong lightning surge comes through the telephone line or AC power line. To further protect the equipment, we recommend that you:

If you know that a thunderstorm is coming:

- Turn off the power switch and unplug the power supply cord from the AC outlet. (Note 1)
- Unplug the telephone line cord from the telephone jack.



NOTE

1. *The battery can back up the document memory up to 3 days and Telephone Number, ID, Logo memory up to 10 days. As soon as the thunderstorm is over, plug in the AC cord and telephone line cord, then turn on the power switch.*

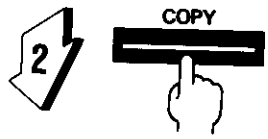
Final Installation Test

After installing your machine, it is advisable to make a copy and also send a fax to check if the machine is working properly.

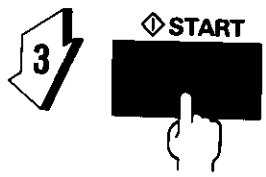
- Copy Test

1. Place a document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)
```

2. 


```
* COPY *
NO. OF COPY=1
```

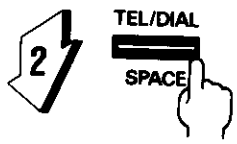
3. 


```
* COPY *
```

- Communication Test

1. Place a document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. 

and a full number

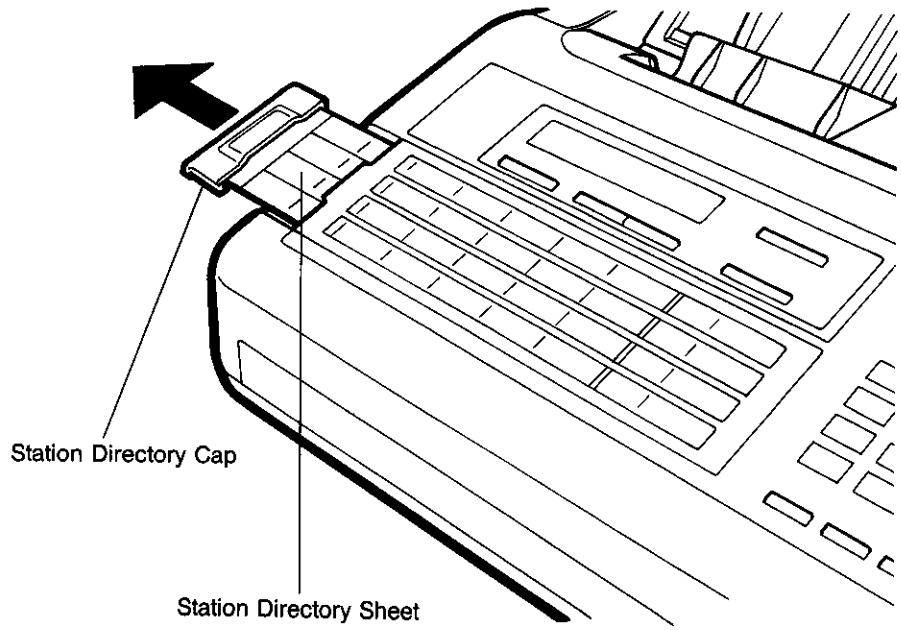
```
* DIALLING *
5551234■
```

EX: 5 5 5 1 2 3 4

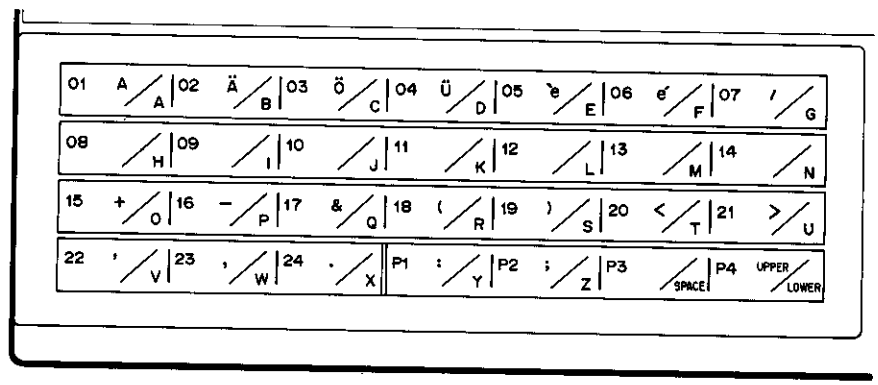
2-2. SETTING UP YOUR MACHINE

2-2-1. CHARACTER KEY LAYOUT UNDER THE STATION DIRECTORY SHEET

The One-Touch keys on the control panel also serve as character and symbol input keys when you record your LOGO and other station names. This layout is printed on the panel under the Station Directory Sheet, which can be pulled out as shown below.



Character Key Layout



NOTE

1. *Whenever One-Touch keys are changed to the character key mode (to record your LOGO and other station names), lower letters are selected first. Use the* **UPPER/ LOWER** *key to change to and from capital letters and symbols.*

2-2-2.
USER PARAMETERS

How to Set the Date and Time

1 FUNCTION and 7

```
SET MODE              (1-5)
1:USER PARAMETERS
```

2 SET

```
DATE & TIME
    01-01-1990 12:00
```

The display will show the date and time. Use the keypad to enter the new day (two-digit), month (two-digit), year (four-digit), and time (24-hour clock).

EX: 15-August 01, 1990 15:00
1 5 0 8 1 9 9 0 1 5 0 0

```
DATE & TIME
    15-08-1990 15:00
```

If you make a mistake, use the < **(ORIGINAL)** and > **(RESOLUTION)** keys to move the cursor to the incorrect number, and then enter the new number over it.

3 To store the date and time, SET

```
LOGO                  ■
```

Now you can go on and set the LOGO, or return to standby with **STOP**.

```
15-AUG-1990 15:00
                      00%
```

How to Set Your LOGO

The LOGO helps identify you to someone who receives your document. To set your LOGO (25 characters max.), use the One-Touch/Character keys (see page 2-10).

1 FUNCTION and 7

```
SET MODE          (1-5)
1:USER PARAMETERS
```

2 SET

```
LOGO              ■
```

repeatedly until display shows;

3 Enter each letter, number and/or symbol in your LOGO using the One-Touch/Character Keys, and key pad. (Max. 25 characters).

```
LOGO              PANAF
AX HQ■
```

Ex: PANAFAX HQ
P A N A F A X SPACE HQ

If you make a mistake, use the < **(ORIGINAL)** and > **(RESOLUTION)** Keys to move the cursor to the incorrect character, and then overwrite. Press **SPACE** to erase the character on the cursor or press **CLEAR** to erase the character before the cursor.

4 To store the LOGO, SET

```
CHARACTER ID
■
```

Now you can go on and set the Character ID, or return to standby with **STOP**.

```
15-AUG-1990 15:00
                  00%
```

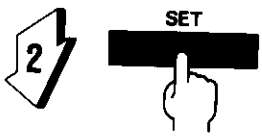
How to Set Your Character ID

If the remote machine has Character ID, when sending or receiving, your Character ID will appear on the remote machine's display and the remote machine's Character ID will appear on the your display.
If the remote machine does not have Character ID, the machine will display the ID Number Instead of Character ID.

1.

and


```
SET MODE          (1-5)
1:USER PARAMETERS
```

2. 


```
CHARACTER ID
■
```

repeatedly until display shows;

3. Enter each letter, number and/ or Symbol in your character ID using the One-Touch/ Character Keys and key pad. (Max. 16 characters)

```
CHARACTER ID
PANAFAX■
```

EX: PANAFAX
P A N A F A X

If you make a mistake, use the < **(ORIGINAL)** and > **(RESOLUTION)** Keys to move the cursor to the incorrect character, and then overwrite. Press **SPACE** to erase the character on the cursor or press **CLEAR** to erase the character before the cursor.

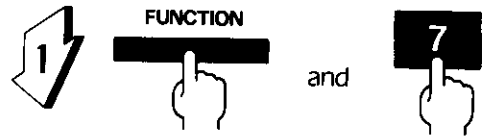
4. To store the CHARACTER ID,


```
ID NO.
                  ■
```

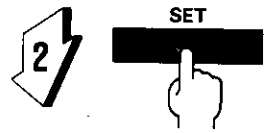
Now you can go on and set the ID Number, or return to standby with **STOP**.

```
15-AUG-1990 15:00
                  00%
```

How to Set Your ID Number (NOTE)

1. 


```
SET MODE          (1-5)
1:USER PARAMETERS
```

2. 


```
ID NO.
■
```

repeatedly until display shows;

3. Enter the ID digits. Use **SPACE** to enter a space. (Max. 20 digits)

Ex: 2 1 2 SPACE 1 1 1 SPACE 1 2 3 4

```
ID NO.
          212 111 1234
```

If you make a mistake, press **CLEAR** to erase the number then reenter the correct number.

4. To store the ID Number,

```
DATE & TIME
     15-08-1990 15:00
```

Now you can go on and set the Date and Time, or return to standby with **STOP**.

```
15-AUG-1990 15:00
                 00%
```

NOTE

1. *This function may be invalidated depending on each regulation or specification of the country.*

2-2-3. ONE-TOUCH/ ABBREVIATED DIALLING NUMBERS

Entering One-Touch/ Abbreviated Dialling Numbers

One-Touch Dialling and Abbreviated Dialling are two fast ways of dialling full numbers. To use these dialling methods, you must first enter the full numbers using the following procedure.

1 FUNCTION and 7

```
SET MODE                (1-5)
1:USER PARAMETERS
```

2 2

```
SET MODE                (1-5)
2:ONE-TOUCH/ABBR.NOS
```

3 SET

```
ONE-TOUCH/ABBR.  ■
```

4a To assign a One-Touch number, press a One-Touch key.
Ex: 01

```
ONE-TOUCH<01>      TEL.
■
```

4b To assign an Abbreviated number, press **ABBR** and three-digit code on the keypad to enter any code from 001 to 200.
EX: ABBR 0 6 2

```
ABBR[062]          TEL.
■
```

5 Enter facsimile telephone number (up to 36 digits) including pauses and spaces.
Ex: 9 PAUSE 5 5 5 SPACE 1 2 3 4

```
ONE-TOUCH<01>      TEL.
9-555 1234■
```

6 To store the number, SET

```
ONE-TOUCH<01>      NAME
■
```

7 Enter receiving station's name (up to 15 characters) using One-Touch/Character keys (see page 2-10).
Ex: PANASONIC

```
ONE-TOUCH<01>      NAME
PANASONIC■
```

NOTE

1. *If you require a special access number to get an outside line, enter it first and then press* **PAUSE**. *A hyphen "-" is displayed for pause.*
2. *Use* **SPACE** *to enter a space between the numbers to make it easier to read.*
3. *If you input a wrong number in Step 5, press* **CLEAR** *to erase the number before the cursor, then re-enter the correct number and press* **SET**.
4. *If you want to go back and change anything, e.g., the telephone number, press* **SET** *repeatedly to skip through the preceding steps. You do not need to reenter everything again.*
5. *To print out a One-Touch/ABBR. Dialling Number List, see page 4-40.*

8 To store the name,

SET

ONE-TOUCH/ABBR. ■

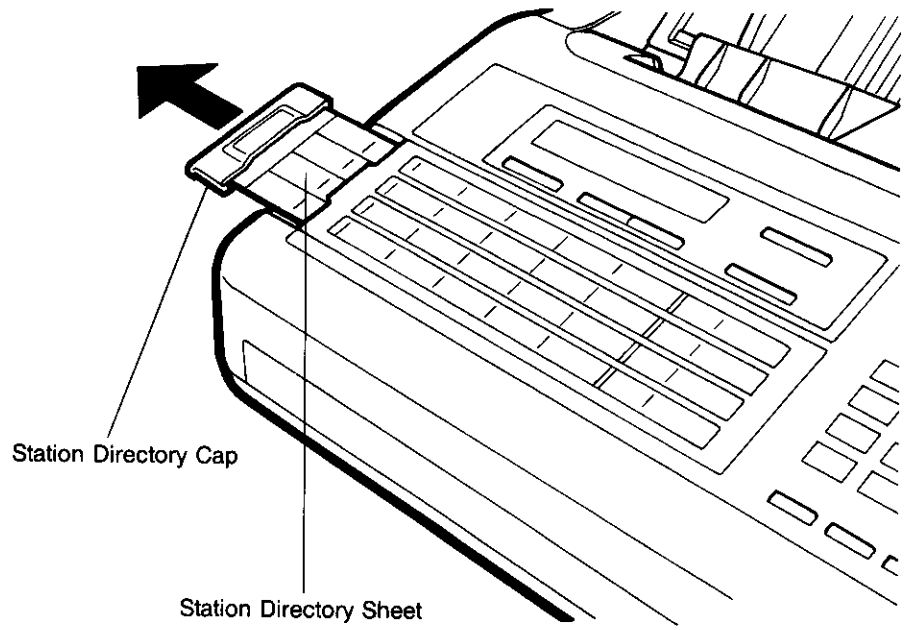
9 Repeat Steps 4 to 8 to record more numbers, or, to return to standby press **STOP**.

15-AUG-1990 15:00
00%

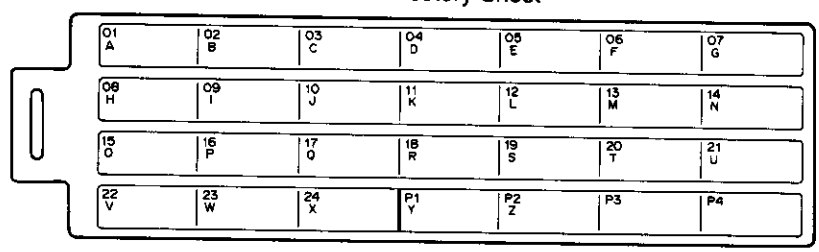
2

Filling Out the Station Directory Sheet

Slide the Station Directory Cap sideways with Station Directory Sheet. Use a pencil or a ball-point pen to fill in the station directory with station names corresponding to the One-Touch number keys.



Station Directory Sheet



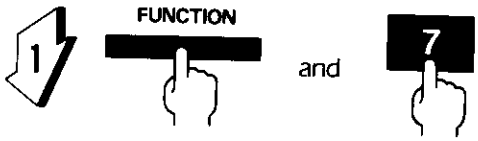
NOTE

1. *If you use a pen, be sure the ink is dry. If you use a pencil, remove any excess lead before replacing the station directory.*

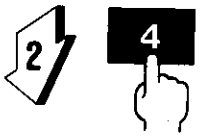
2-2-4.
FAX PARAMETERS

Setting FAX Parameters

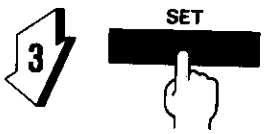
Your facsimile machine has a variety of adjustable FAX parameters. These parameters, listed in the Parameter Table, are normally preset for you and do not need to be changed. If you do want to make changes, read the table carefully. Some parameters, such as Resolution, Contrast, and Verification Stamp parameters, can be temporarily changed by simple key operations just before a transmission is made. When the transmission ends, however, these parameters return to their preset values. Other parameters can only be changed by the procedure described below.

1. 

SET MODE (1-5)
1:USER PARAMETERS

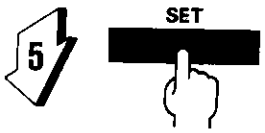
2. 

SET MODE (1-5)
4:FAX PARAMETERS

3. 

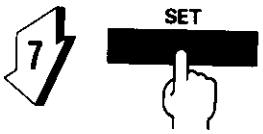
FAX PARAMETER (01-34)
01 RESOLUTION

4. Enter a fax parameter number from the Parameter Table (see pages 2-18 and 2-19).
Ex: **03** for STAMP.
FAX PARAMETER (01-34)
03 STAMP

5. 

03 STAMP (1-2)
1:OFF

6. Enter the new setting value.
Ex: **2** for ON.
03 STAMP (1-2)
2:ON

7. 

FAX PARAMETER (01-34)
04 HALF TONE

8. You can now return to Step 4 to enter another parameter number, or, return to standby by pressing **STOP**.
15-AUG-1990 15:00
00%

NOTE

1. *To print out a Fax Parameter List, see page 4-42.*

Fax Parameter Table

No.	Parameter	Setting Number	Setting	Comments
01	RESOLUTION (Home)	*1	Standard	Setting home position of the Resolution mode.
		2	Fine	
		3	S. Fine	
02	ORIGINAL (Home)	*1	Normal	Setting home position of the Original mode.
		2	Dark	
		3	Light	
03	STAMP (Home)	1	Off	Setting home position of the Stamp function On/Off.
		*2	On	
04	HALFTONE (Home)	*1	Off	Setting home position of the Halftone On/Off.
		2	On	
05	ECM (Home)	1	Off	Setting home position of the ECM transmission function On/Off.
		*2	On	
06	COMM.JOURNAL (Home)	1	Off	Selecting home position of printout mode for COMM.Journal. Off: No printout On: Always printout Inc: Printout when communication is failed.
		2	On	
		*3	Inc	
07	DIALLING METHOD	*1	Pulse	Selecting Dialling Mode.
		2	Tone	
08	HEADER PRINT	1	None	Selecting printed location of the header. None: No print. Inside: Inside copy area. Outside: Outside copy area.
		*2	Inside	
		3	Outside	
09	HEADER FORMAT	*1	FROM TO	Selecting Header Format.
		2	LOGO, ID NO.	
10	TOTAL PAGES PRINT	1	None	Selecting printed location of the Total Pages of the bottom of the last page. None: No print. Inside: Inside copy area. Outside: Outside copy area.
		*2	Inside	
		3	Outside	
11	MEMORY STORED STAMP	*1	Invalid	Selecting whether or not the machine stamps the original documents when storing the documents into memory.
		2	Valid	
12	ONE-STN XMT	1	ADF	Selecting ADF TX or Memory TX when sending to one station.
		*2	Memory	
13	AUTO RECEIVE	1	Invalid	Selecting whether or not the machine receives automatically
		*2	Valid	
14	RING COUNTER	*1	1	Setting the Ring Detect Counter.
		~	~	
		9	9	
15	SUBSTITUTE RCV	1	Invalid	Selecting whether or not the machine receives to memory when the recording paper runs out.
		*2	Valid	
16	PAPER END MARK	*1	Invalid	Selecting whether or not the machine detects the black end mark of the recording paper.
		2	Valid	
17	RCV'D TIME PRINT	*1	Invalid	Selecting whether or not the machine prints received time, page # and remote ID on the bottom of the each received page.
		2	Valid	

Fax Parameter Table

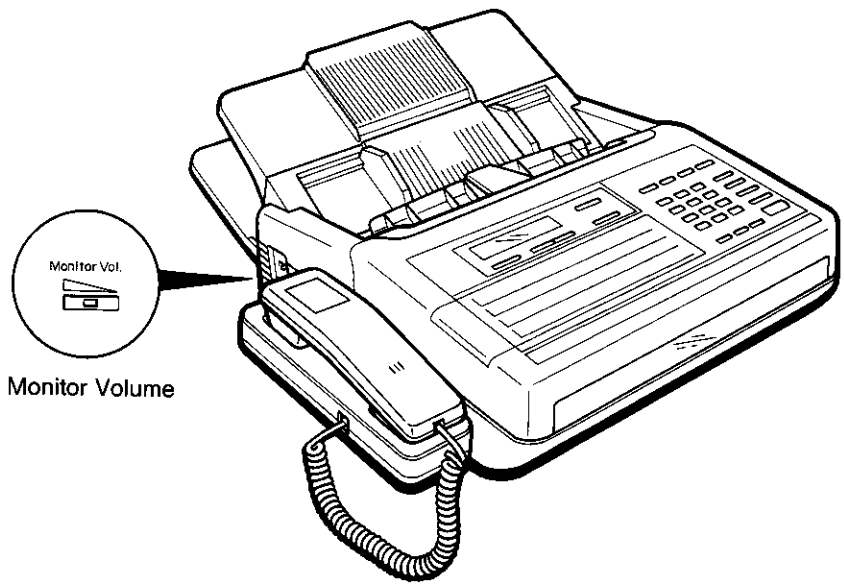
No.	Parameter	Setting Number	Setting	Comments
18	RCV TO MEMORY	*1	Invalid	Selecting whether or not the machine always receives to memory. Invalid: Receive to printer. Man. print: Receive to memory. Prints out when copy key is pressed. Auto print: Initialy receives to memory then prints out automatically.
		2	Man. Print	
		3	Auto Print	
19	AUTO JOURNAL PRINT	1	Invalid	Selecting whether or not the machine prints the journal automatically after every 120 transactions.
		*2	Valid	
20	CHARACTER ID	1	Invalid	Selecting whether or not the machine sends the Character ID to remote station.
		*2	Valid	
21	KEY/BUZZER TONE	1	Off	Selecting volume of the Key/Buzzer Tone.
		*2	Soft	
		3	Loud	
22	POLLING PASSWORD	—	—	Common Polling Password
23	POLLED FILE SAVE	*1	Invalid	Selecting whether or not the machine can be polled for the same files repeatedly.
		2	Valid	
24	INC. FILE SAVE	*1	Invalid	Selecting whether or not the machine saves the incomplete communication memory files.
		2	Valid	
25	ONE-TOUCH GROUP KEY	*1	Invalid	Selecting whether or not the one-touch keys are used for Group Keys.
		2	Valid	
26	RELAY XMT REQUEST	*1	Invalid	Selecting whether or not the machine performs Relay XMT Request.
		2	Valid	
27	CONFIDENTIAL COMM.	*1	Invalid	Selecting whether or not the machine performs Confidential Communication.
		2	Valid	
28	CONF. POLLED FILE SAVE	*1	Invalid	Selecting whether or not the machine can be polled for the same conf. files repeatedly.
		2	Valid	
29	XMT-PASSWORD	—	—	XMT-Password
30	CHECK XMT-PW AT TX	*1	Off	Selecting whether or not the machine checks the XMT-Password of receiving station when transmitting.
		2	On	
31	RCV-PASSWORD	—	—	RCV-Password
32	CHECK RCV-PW AT RX	*1	Off	Selecting whether or not the machine checks the RCV-Password of transmitting station at receiving.
		2	On	
33	FAX ACCESS CODE	—	—	Fax Access Code
34	DEPARTMENT CODES	*1	Invalid	Selecting whether or not the machine can enter the Department Codes.
		2	Valid	

NOTE

1. *Depending on the PBX conditions at the moment the fax machine is called, the number of rings can differ from the setting number.*
2. *"*" mark indicates that the factory setting.*
3. *Standard settings are printed on the Fax Parameter List. To print out Fax Parameter List, see page 4-45.*

2-2-5. ADJUSTING MONITOR VOLUME

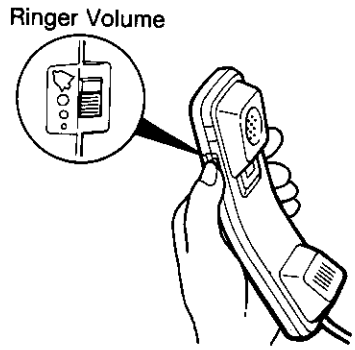
When the fax machine is making a call, you hear the dial tone, the dialling signals, and the ringing or busy signal through the built-in speaker. Slide the MONITOR VOLUME control on the left side of the machine to adjust the volume to a comfortable level.



2-2-6. ADJUSTING RINGER VOLUME

(NOTE)

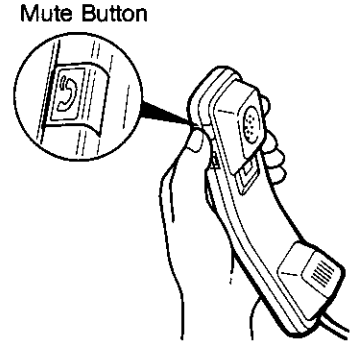
You can adjust the RINGER VOLUME so the fax machine rings at a comfortable level when it receives a call. Move the ringer control on the handset to the level desired, either normal or reduced.



2-2-7. USING MUTE

(NOTE)

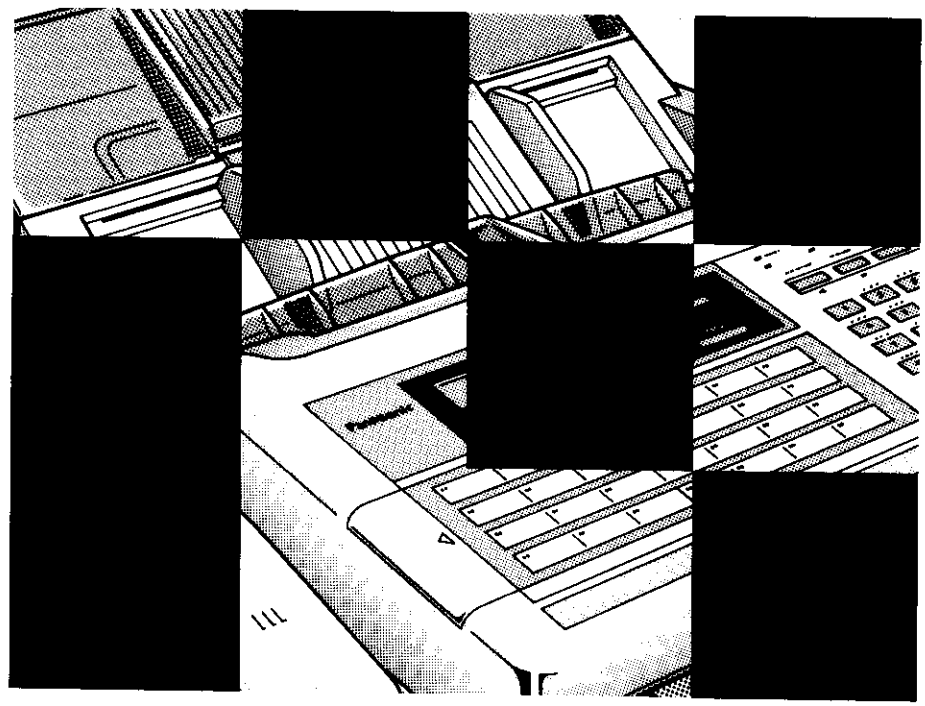
When you are using the fax machine's built-in telephone, you can tempoarily turn off the microphone in the handset. Press on the handset. As long as you hold down this button, your caller cannot hear you.



NOTE

1. *The handset may not be attached depending on each regulation or specification of the country.*

3. BASIC OPERATION



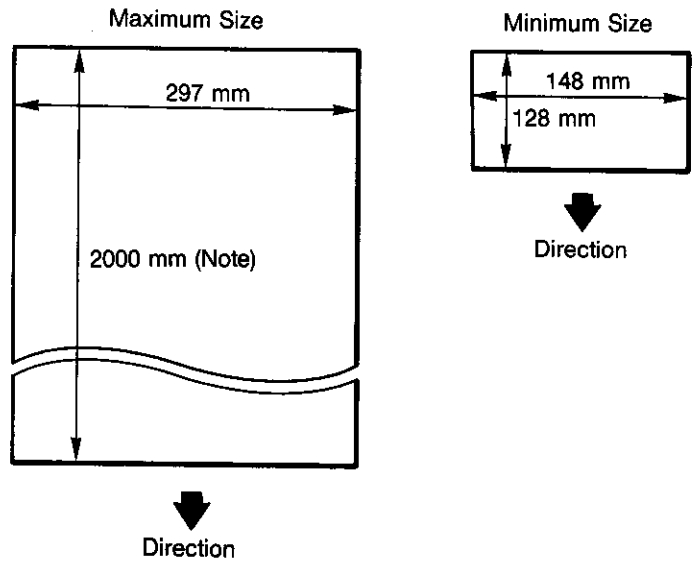
TRANSMITTING DOCUMENTS
RECEIVING DOCUMENTS
MAKING COPIES
USING YOUR TELEPHONE

3-1. TRANSMITTING DOCUMENTS

3-1-1. LOADING DOCUMENTS

Documents You Can Send

In general, your machine will send any document printed on A4-size paper or paper up to A3 size.



Documents You Cannot Send

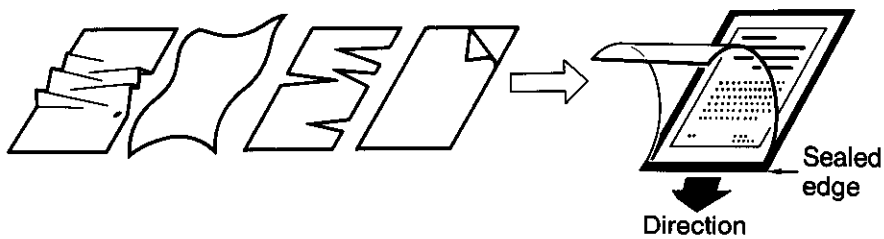
You must never try to send documents that are;

- Wet
- Covered with wet ink or paste
- Wrinkled, curled or folded
- Too thin (e.g. onionskin, airmail paper, pages from some magazines, etc.)
- Too thick (e.g. card, etc.)
- Chemically processed (e.g. pressure-sensitive paper, carbon-coated paper, etc.)
- Coated (e.g. glossy paper, etc.)
- Smaller than 148 mm (W) × 128 mm (L)
- Made of cloth or metal

To transmit these kinds of documents, make a photocopy first, and then transmit the copy.

How to Use the Carrier Sheet

If you send documents wrinkled, curled, folded, too thin, or smaller than 148 mm (W) × 128 mm (L), you can send them using the Carrier Sheet. Put them in the Carrier Sheet, and then place the carrier in the ADF with the sealed edge first.

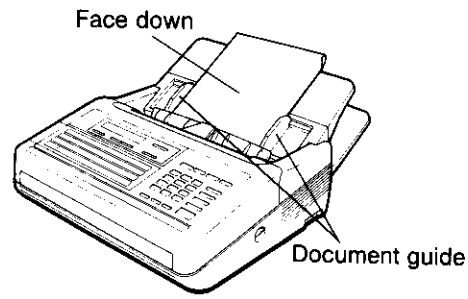


NOTE

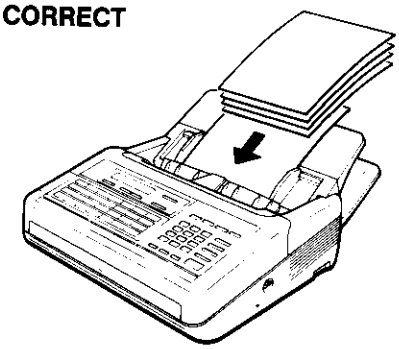
1. *Document thickness*
   Single sheet :
   0.06 mm to 0.15 mm
   Multiple sheet :
   0.08 mm to 0.13 mm
2. *Transmitting documents longer than 420 mm requires user's assistance.*

Loading Documents

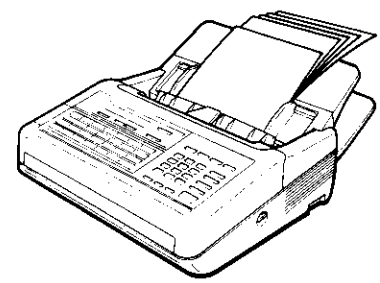
1. Be sure the document(s) is free of staples, paper clips, and is not torn, greased or covered by any foreign objects.
2. Place the document(s) **face down** on the Automatic Document Feeder (ADF) with the top edge going into the machine until it stops.
   If you are sending multiple pages, you can stack **up to 30 pages** on the ADF at one time. If you have more than 30 pages, you can place them on top of the last page on the ADF once transmission has started, as long as you do not have more than 30 pages on the ADF at any one time.
3. Adjust the document guides to ensure the document is centered on the ADF.



CORRECT



INCORRECT



Bottom sheet in first.

When you set a document on the ADF the display message will change to DOCUMENT SET, ENTER STATION(S) and display the percentage of memory used. You can now make basic transmission settings, or begin the dialling procedure.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

3-1-2. BASIC TRANSMISSION SETTINGS

You can temporarily change seven basic settings (Resolution, Contrast, Halftone, Verification Stamp, Communication Journal, Error Correction Mode and Total pages) before any ordinary transmission. These settings can be altered before or after you place documents on the ADF. After you finish transmission, your machine will automatically return to the preset settings.

Original (Contrast)

Your machine is preset to NORMAL contrast. If you have to send a document with dark contrast, you may get better results by changing the setting to DARK. If you have to send a document with light contrast, it may be wise to change the setting to LIGHT.

1 DARK
LIGHT
ORIGINAL = DARK contrast.

If satisfied, go to step 3.

2 DARK
LIGHT
ORIGINAL = LIGHT contrast.

3 You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and three-digit code or **REDIAL**.

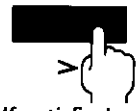
NOTE

1. *After changing each setting, you can make a copy of the document to test the new setting by pressing* **COPY** *twice.*
2. *To change the preset position, see page 2-17.*

Resolution

Your machine is preset to Standard resolution, which is suitable for ordinary documents. Use FINE or Super-FINE for very detailed documents.

1. FINE
   SUPER-FINE
   RESOLUTION = FINE resolution.



   If satisfied, go to Step 3.

2. FINE
   SUPER-FINE
   RESOLUTION = SUPER-FINE resolution.

3. You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and three-digit code or **REDIAL**.

Halftone

The Halftone setting is useful when sending photographs or illustrations with gray tones.

1. HALF TONE

   The LED is lit when HALF TONE is ON.

2. You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and three-digit code or **REDIAL**.

Verification Stamp

The verification stamp helps you to confirm successful transmissions by stamping the bottom of each successfully transmitted page with a small ⊗ mark. (see Note)

1. STAMP

   The LED is lit when STAMP is ON.

2. You can now dial by pressing **TEL/DIAL** and a full number, a One-Touch key, **ABBR** and three-digit code or **REDIAL**.

NOTE

1. *If you transmit the documents from memory (Memory Transmission), the verification stamp will not stamp. If you wish the stamp to operate when using memory transmission, change the Fax parameter setting (No. 11). See page 2-17.*

Communication Journal (COMM. JOURNAL)

The Communication Journal (COMM. JOURNAL) lets you verify if communication was successful or not. You can select printout condition (OFF, ON or INC) before dialling or storing into memory. When you set COMM. JOURNAL = ON, a Communication Journal is printed out automatically after every communication.
When you set COMM. JOURNAL = INC, a Communication Journal is printed out only if the communication has failed, and it is printed out with first page of document if you transmitted from memory. However, when you set COMM. JOURNAL = OFF, a Communication Journal is not printed out at all.
To set COMM. JOURNAL = OFF, ON or INC.

1 FUNCTION and 8

```
SELECT MODE          (1-4)
1:COMM.JOURNAL
```

2 SET

```
COMM.JOURNAL=INC
1:OFF 2:ON 3:INC
```

3 Enter 1, 2 or 3.
Ex. **2** for ON.

```
COMM.JOURNAL=ON
1:OFF 2:ON 3:INC
```

4 SET

```
DOCUMENT SET
ENTER STATION(S)    00%
```

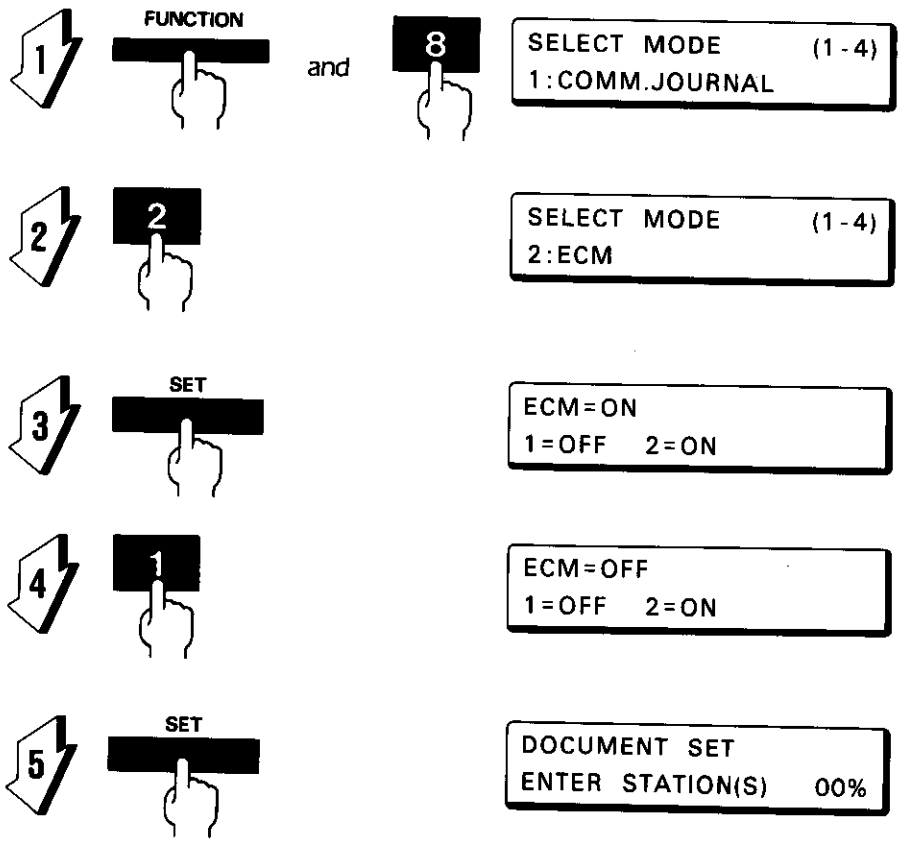
NOTE

1. *To change the preset position, see page 2-17.*

Error Correction Mode (ECM)

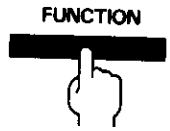
ECM mode provides error free copy when your fax machine is connected with a receiving fax machine which has the ECM mode capability and your ECM mode is set to ON. The transmission time required in the ECM mode is the same as the normal G3 mode in most cases.

Your machine is preset to ECM = ON. If the telephone line is poor, then the transmission will take longer because the machine will have to retransmit the lines that have errors. In the case where the transmission time is more important than the quality of the received copy, you may set your fax machine to ECM = OFF. This will inhibit the ECM mode for the transmission regardless of the capability of the receiving machine. To set ECM = OFF,



Total Pages

The total pages setting helps you to check document misfeeding. When total pages is set, the machine will check it the number of pages sent or stored is same as total pages setting or not. If it is not, the machine will display "PAGE NUMBER MISMATCH" to indicate that document misfeeding occurred.

1 


```
SELECT MODE          (1-4)
1:COMM.JOURNAL
```

2


```
SELECT MODE          (1-4)
3:TOTAL PAGES
```

3


```
SET TOTAL PAGES
TOTAL PAGES=■
```

4 Enter page number.
Ex: 10

```
SET TOTAL PAGES
TOTAL PAGES=10■
```

5


```
DOCUMENT SET
ENTER STATION(S)    00%
```

6a Transmit the documents (see page 3-8).

```
ON LINE * XMT *
ID: (Identification)
```

7a If the page mismatch,

```
PAGE NUMBER MISMATCH
 INFO. CODE=038
```

6b Store the documents into memory (see page 3-10).

```
* STORE *          NO. 010
 PAGES=001/010      05%
```

7b If the page total does not match, the file will be erased automatically.

```
PAGE NUMBER MISMATCH
 INFO. CODE=038
```

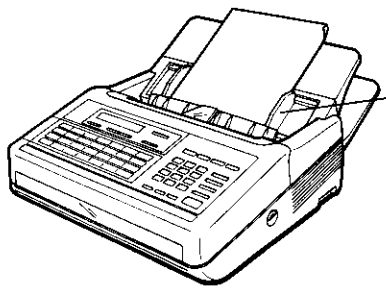
```
FILE DELETED
 INFO. CODE=640
```

3-1-3. TRANSMISSION

Off-Hook Dialing

1. Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```



2. Lift the handset.

or

Lift the External Telephone.

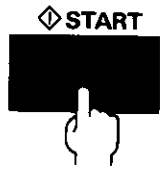
```
* PHONE OFF HOOK *
```

```
TELEPHONE OFF HOOK
```

3. Dial the telephone number.

4. When you hear a beep sound,

◇START



then hang up the handset.

If the remote station has an ID, it will appear on the display.

```
ON LINE * XMT *
ID: (Identification)
```

When transmission is completed, the display will show the number of pages sent.

```
COMPLETED
TOTAL PAGE(S)=005
```

If the line is busy, hang up the handset. Then try again several minutes later by pressing **REDIAL**.

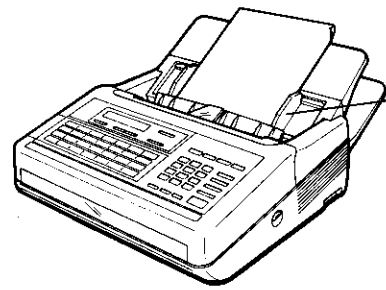
NOTE

1. *The handset may not be attached depending on each regulation or specification of the country.*

On-Hook Dialing

1 Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```



2 **TEL/DIAL**
SPACE

```
* DIALLING *
■
```

You will hear dial tone from monitor speaker.

3 Dial the telephone number from the keypad.
Ex: 5 5 5 1 2 3 4

```
* DIALLING *
5551234■
```

Your machine will dial the number. If the line is free, your documents will be transmitted.

If the remote station has an ID, it will appear on the display.

```
ON LINE * XMT *
ID:(Identification)
```

When transmission is completed, the display will show the number of pages sent.

```
COMPLETED
TOTAL PAGE(S)=005
```

If the line is busy, your machine will redial the number for you up to twice with three minute intervals.

```
WAITING TO DIAL
5551234
```

If no contact is made, the display will show an information code 630, that means the line was busy or did not answer.

```
    INCOMPLETE
INFO. CODE=630
```

3-1-4. MEMORY TRANSMISSION

The memory function allows you to easily perform many different tasks. You can store your documents into memory to reserve a transmission almost any time even when the machine is receiving or transmitting from memory, and then have the machine transmit the stored documents automatically after the completion of the current operation. You do not have to wait around until transmission or reception is finished.

The advantages of memory transmission are:

1. The same document can also be transmitted to multiple stations.
2. If communications fail when transmitting from memory, your machine will re-transmit the remaining unsuccessful page(s) automatically.
3. In addition to transmitting from memory, you can also reserve another transmission into the memory.

NOTE

1. *When you place the document on the ADF, if the machine is receiving or transmitting from memory, the display will change to "DOCUMENT SET, ENTER STATION(S)" and display the percentage of memory used. You are ready to now reserve the transmission.*

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. *When you enter the stations, the total number of stations is shown at the upper right corner of the display.*

```
ONE-TOUCH      STNS=001
<01> (Station Name)
```

3. *The File Number of the document being stored is shown at the upper right corner of the display while storing takes place. It is also printed on the COMM. JOURNAL (Communication Journal) and the File List. The percentage of memory used is shown on the lower right corner of the display after each page is stored.*

```
* STORE *          NO.015
  PAGES=002          05%
```

4. *If a memory overflow condition occurs while storing documents into memory, the machine will ask on the display, whether to start transmitting those pages which are successfully stored or cancel. If you wish to cancel this transmission, press 1. If you wish to transmit, press 2.*

```
MEMORY OVERFLOW
 INFO. CODE=870
```

```
060 PAGES COMPLETED
DELETE ? 1:YES 2:NO
```

5. *An information code and an error message will be displayed if the transmission has failed or no answer at the receiving side after the last automatic redial. The document stored for this transmission will be erased from the memory automatically and the Communication Journal (COMM. JOURNAL) will be printed out stating the transmission is "INC" (incomplete), see page 3-5.*
   If you wish to save the incomplete communication memory files, change the Fax parameter setting (No. 24), see page 2-17.

```
     INCOMPLETE
INFO. CODE=633
```

6. *Even if a power failure occurs, your machine will retain the document information stored in the memory up to 72 hours.*

Direct Dialling

1. Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. Dial the telephone number by using the keypad.
   Ex: 5 5 5 1 2 3 4 (See Note)

```
TEL. NO.          STN=000
555 1234■
```

3. To store the documents into memory.

```
* STORE *          NO.001
  PAGES=001          05%
```

```
* STORE * COMPLETED
TOTAL PAGES=005    10%
```

Your machine will dial the number. If the line is free, your document will be transmitted.

```
* DIALLING *
5551234■
```

If the remote station has an ID, it will appear on the display.

```
ON LINE * MEM.XMT *
ID: (Identification)
```

When transmission is completed, the display will show the number of pages sent.

```
COMPLETED
TOTAL PAGE(S)=005
```

If the line is busy, your machine will redial the number for you up to twice with three minutes intervals.

```
WAITING TO DIAL
5551234
```

If no contact is made, the display will show an information code.

```
     INCOMPLETE
INFO. CODE=630
```

NOTE

1. *If you require a special acess number to get an outside line, dial it first and then press* **PAUSE** *to enter a pause (represented by a "—") before dialing the full number.*
   Example: **9 PAUSE 5 5 5 1 2 3 4**

One-Touch Dialling

1. Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. Press a One-Touch key.
Ex: 01

```
ONE-TOUCH      STNS=001
<01> (Station name)
```

3. ◇START

```
* STORE *          NO.001
  PAGES=001          05%
```

Your machine will store the document into memory.

```
* STORE * COMPLETED
TOTAL PAGES=005   10%
```

The display will show the One-Touch No. and station name. The full number (e.g. 555 1234) will then be dialed and shown on the display.

```
* DIALLING *
<01> (Station name)
```

```
* DIALLING *
5551234■
```

Your machine will dial the number. If the line is free, your document will be transmitted.

If the remote station has an ID, it will appear on the display.

```
ON LINE * MEM.XMT *
ID: (Identification)
```

When the transmission is completed, the display shows the number of pages sent.

```
COMPLETED
TOTAL PAGE(S)=005
```

If the line is busy, your machine will redial the number for you up to twice with three minutes intervals.

```
WAITING TO DIAL
5551234
```

If no contact is made, the display will show an information code.

```
     INCOMPLETE
INFO. CODE=630
```

Abbreviated Dialling

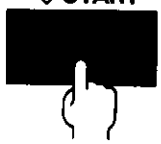
1 Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2 Press **ABBR** and three-digit code.
Ex: 001

```
ABBR.              STNS=001
[001] (Station name)
```

3 ◇START



```
* STORE *           NO.001
  PAGES=001          05%
```

Your machine will store the document into memory.

```
* STORE * COMPLETED
TOTAL PAGES=005    10%
```

The display will show the ABBR. No. and station name. The full number (e.g. 555 1234) will then be dialed and shown on the display.

```
* DIALLING *
[001] (Station name)
```

```
* DIALLING *
5551234■
```

Your machine will dial the number. If the line is free, your document will be transmitted.

If the remote station has an ID, it will appear on the display.

```
ON LINE * MEM.XMT *
ID:(Identification)
```

When transmission is completed, the display shows the number of pages sent.

```
COMPLETED
TOTAL PAGE(S)=005
```

If the line is busy, your machine will redial the number for you up to twice with three minutes intervals.

```
WAITING TO DIAL
[001] (Station name)
```

If no contact is made, the display will show an information code.

```
     INCOMPLETE
INFO. CODE=630
```

Directory Search Dialling

This function lets you search, using the LCD display for a station registered in One-Touch/ABBR. Dial Numbers, and transmit without having to look up the number on the number list.

1. Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. DIRECTORY SEARCH

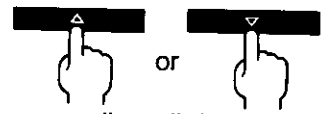
```
ENTER LETTER(S)
■
```

3. Enter an initial letter of remote station name from one-touch character keys.
Ex: PANA

```
ENTER LETTER(S)
PANA■
```

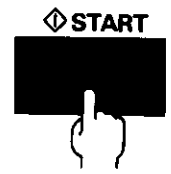
4. SET

```
DIRECTORY SEARCH
[005] PANAFAX
```

5. 
repeatedly until display shows station name you want to send.
Ex: PANASONIC

```
DIRECTORY SEARCH
[009] PANASONIC
```

6. ◇START



The machine will store the documents into memory and then dial the number.

```
* STORE *          NO.001
  PAGES=001          05%
```

```
* STORE * COMPLETED
TOTAL PAGES=005    10%
```

```
* DIALLING *
[009] PANASONIC
```

Multi-Station Transmission

You can transmit a document to more than one station at one operation. This save you the trouble of transmitting the same document to each station one after another.

1. Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. Dial by any combination of these:
   - One-Touch Dialling
   - Abbreviated Dialling
   - Directory Search Dialling and **SET**
   - Direct Dialling and **SET**

   Ex:

   One-Touch key **15**

```
ONE-TOUCH      STNS=001
<15> (Station name)
```

   ABBR 0 1 0

```
ABBR.          STNS=002
[010] (Station name)
```

   Directory Search ▲▼

```
DIRECTORY SEARCH
[155] (Station name)
```

   SET

```
ABBR.          STNS=003
[155] (Station name)
```

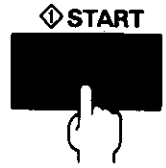
   5551234

```
TEL.NO.        STNS=003
5551234■
```

   SET

```
TEL.NO.        STNS=004
5551234
```

3. **◇START**



```
* STORE *          NO.001
  PAGES=001          01%
```

```
* STORE * COMPLETED
TOTAL PAGES=005    15%
```

The machine will store the documents into memory and then dial then dial the number.

```
* DIALLING *
[010] (Station name)
```

NOTE

1. *You can enter up to 50 Direct Dialings by pressing telephone number and SET.*
2. *To review the entered stations, Press ▲▼ before pressing* **START**. *If you find an error, Press* **CLEAR** *to erase the displayed station.*

3-2. RECEIVING DOCUMENTS

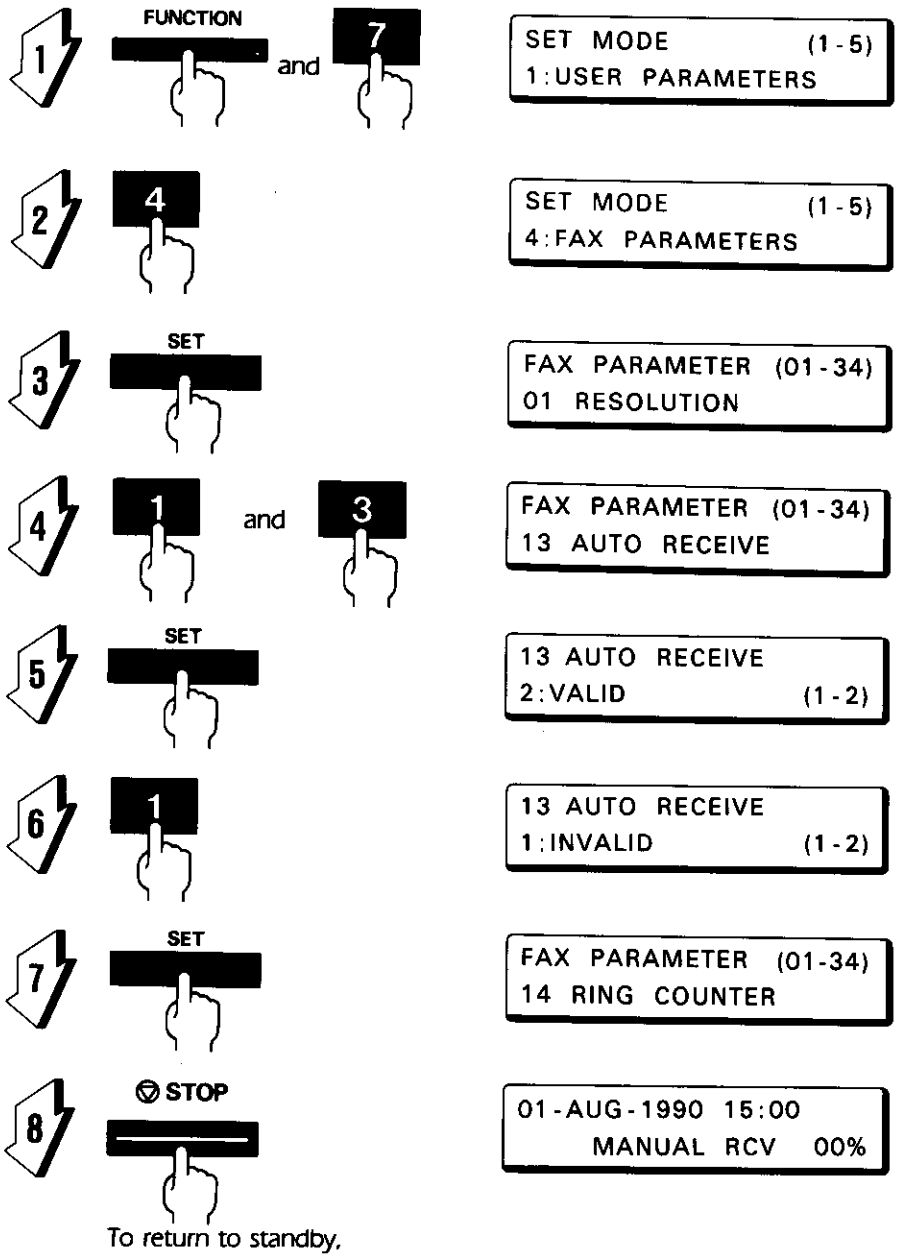
3-2-1. AUTOMATIC RECEPTION

When your facsimile machine is preset to receive documents automatically, do not answer the telephone when it rings. The machine will soon begin receiving.

3-2-2. MANUAL RECEPTION

How to set Manual Reception

If there is only one telephone line in your office and you wish to use the telephone line for both Fax and Voice, you may set the machine to Manual Reception.



To return to standby,

What to do When Your Telephone rings

If your machine is set for manual reception and the telephone rings,

1. Lift the Handset or External Telephone.
   If you hear a beep... beep... beep sound, it means someone wants to send a fax, Or, if the caller answers and says he/she wants to send a fax, then...

2. Remove the document from the ADF, if any.
   ◇START

```
ON LINE * RCV *
```

Your machine will start receiving a document.

3. Hang up the Handset or External Telephone.
   If the other station has an ID, it will appear on the display.

```
ON LINE * RCV *
ID:(Identification)
```

3-2-3. SUBSTITUTE RECEPTION (MEMORY RECEPTION)

If the recording paper runs out in the middle of a page during reception, the machine will stop recording and automatically start receiving into its image data memory. Stored documents are automatically printed out from the part that resulted in an incomplete recording when the new recording paper is installed.

1. When the machine finishes the memory reception and there is no recording paper, an information code appears on the display.

```
NO RECORDING PAPER
INFO. CODE=010
```

2. Open the Receiving Unit and replace the recording paper.

```
RCV COVER OPEN
INFO. CODE=060
```

3. Close the Receiving Unit.
   The machine will automatically start printing out the document stored in the memory, which will be erased when printing is completed.

```
* PRINTING *
PAGE=001/005
```

The machine will return to standby.

```
01-AUG-1990 15:00
                00%
```

NOTE

1. *You can replace the recording paper while the machine is storing a document into the memory.*
2. *If the memory overflows, the machine will stop receiving and release the communication line. The document(s) stored in the memory up to that moment will be printed out automatically.*
3. *If a power failure occurs, the document information stored in memory will remain up to 72 hours, if battery is fully charged.*
4. *If you wish to turn off the substitute reception function, see Fax Parameter.*

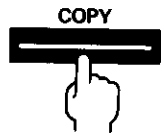
3-3. MAKING COPIES

Single Copies

Before you send a document, you can make a copy of it to see what it will probably look like to the person who receives it.

1. Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. 


```
* COPY *
NO. OF COPY=1
```

3.


```
* COPY *
```

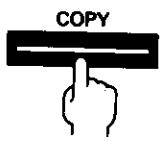
The machine begins making a copy.

Multiple Copies

If you wish to make two or more copies of a document, use the following procedure.

1. Place the document face down on the ADF. Adjust Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. 


```
* COPY *
NO. OF COPY=1
```

3. Enter the number of copies.
Ex: 10

```
* COPY *
NO. OF COPY=10
```

4.


```
* STORE *          NO.005
  PAGES=001          01%
```

The machine begins storing the document, then prints out copies.

```
* STORE * COMPLETED
TOTAL PAGES=005    15%
```

```
* COPY *          01/10
      PAGE=005/005
```

```
* COPY *          10/10
      PAGE=005/005
```

NOTE

1. *To stop the copy process, press* **STOP**.
2. *To make copies of more than 30 pages, add additional pages while at least one page still remains on the ADF.*
3. *When making a copy, your machine will automatically select Fine Resolution, unless you change the setting.*

3-4. USING YOUR TELEPHONE

Making a Regular Call (NOTE)

You can use the handset on your machine to make regular calls. To do so, lift the handset and dial the number just as you would using an ordinary telephone. If you wish, you can also use the One-Touch/ABBR. keys.

1 Lift the handset.

```
* PHONE OFF HOOK *
```

2 Dial by pressing a One-Touch key, **ABBR** and three-digit code or **TEL/DIAL** and a full number.

Ex: One-Touch key **01**

```
ONE-TOUCH
<01> (Station name)
```

```
* DIALLING *
5551234■
```

For Making Voice Contact after Sending/Receiving

You may want to talk to the other person over the telephone after sending or receiving documents. To do so, perform the following procedure while the machine is still sending or receiving.

When sending

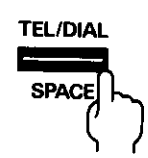
```
ON LINE * XMT *
ID:
```

When receiving

```
ON LINE * RCV *
ID:
```

1 **TEL/DIAL**

SPACE



```
ON LINE * XMT *    TEL
ID:
```

```
ON LINE * RCV *    TEL
ID:
```

When sending/receiving is over, you wil hear a beep-beep-beep sound coming through the monitor speaker.

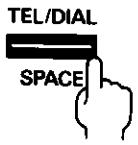
```
ON LINE * XMT *
OPERATOR CALLING
```

```
ON LINE * RCV *
OPERATOR CALLING
```

2 Lift the handset or external telephone and

TEL/DIAL

SPACE



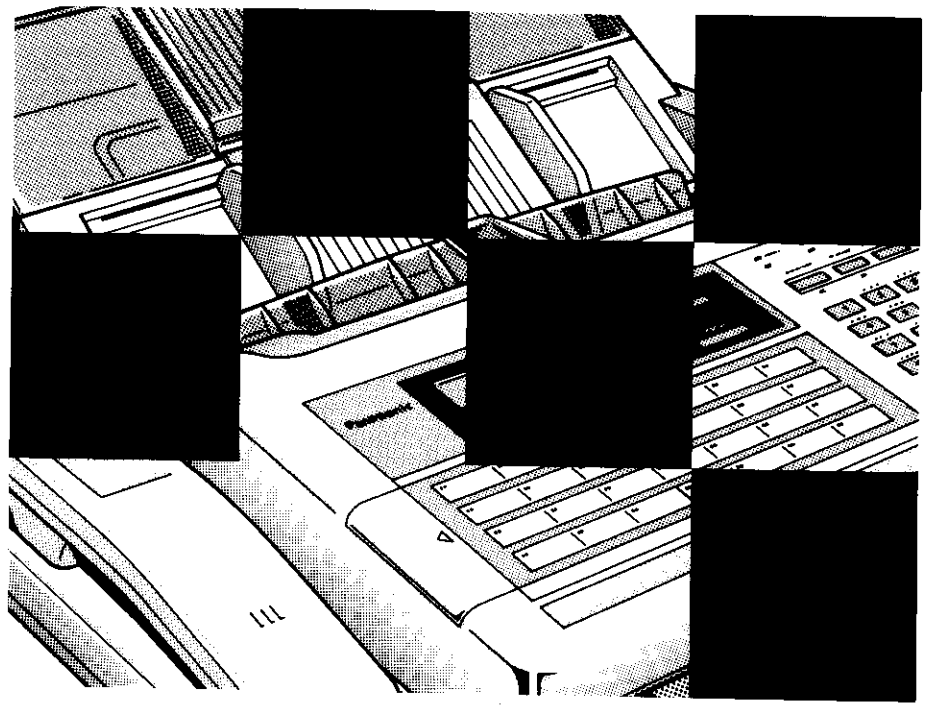
3 Talk.

NOTE

1. *The handset may not be attached depending on each regulation or specification of the country.*

4.

GETTING THE MOST OUT OF YOUR MACHINE



POLLING
TIMER CONTROLLED COMMUNICATIONS
PROGRAMMED COMMUNICATIONS
INTERRUPT KEY OPERATION
MEMORY MANAGEMENT
GROUP DIALING USING ONE-TOUCH KEYS
PRINTOUT REPORTS AND LISTS

4-1. POLLING

Polling means calling other station(s) to retrieve a document. The other station must know in advance that you will call and must have a document stored in memory. You also need to set a polling password for every polled files, shared by the other station, to ensure security.

How to Set a Common Polling Password

1. FUNCTION and 7

   SET MODE (1-5)
   1:USER PARAMETERS

2. 4

   SET MODE (1-5)
   4:FAX PARAMETERS

3. SET

   FAX PARAMETER (01-34)
   01 RESOLUTION

4. 2 and 2

   FAX PARAMETER (01-34)
   22 POLLING PASSWORD

5. SET

   22 POLLING PASSWORD
   ■■■■

6. Enter four-digit Password using key pad
   Ex: 1234

   22 POLLING PASSWORD
   1234

7. SET

   FAX PARAMETER (01-34)
   23 POLLED FILE SAVE

8. STOP

   15-AUG-1990 15:00
   00%

To return to standby.

NOTE

1. *Polling might not function with all fax machines. We suggest you attempt a trial polling before you actually poll for important documents.*
2. *If you make a mistake in Step 6, press* **CLEAR**, *and then re-enter the new number.*
3. *If a password is not set in the other station, you can poll the other station even though your machine has a password.*

How to Prepare to be Polled

In order to let other stations poll a document from your machine, you must prepare your machine with a document in memory. You may set the common polling password (see page 4-1) or individual polling password with the document storing in memory.
You can store the document to be polled of up to 20 files with different polling passwords.

1. Place the document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. FUNCTION and 3

```
POLLING              (1-4)
1:POLLING
```

3. 2

```
POLLING              (1-4)
2:POLLED
```

4. SET

```
POLLED
    PASSWORD=1234
```

Common Polling Password

5. Enter four-digit new Password if necessary.
Ex: 5678

```
POLLED
    PASSWORD=5678
```

Individual Polling Password

If you just press **SET** in Step 5, the Polling Password will be applied to a Common Password.

6. ◇START

```
* STORE *          NO.005
PAGES=001           01%
```

The document(s) will be stored in memory.

```
* STORE * COMPLETED
TOTAL PAGES=003    05%
```

```
15-AUG-1990 15:00
                    05%
```

The unit will erase a polled file after polling once. (see NOTE)

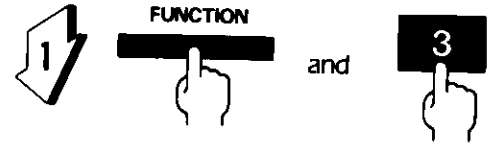
NOTE

1. *If you wish to save the polled file and be polled repeatedly, change Fax Parameter No. 23 (see page 2-17).*

How to Poll

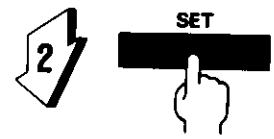
The following procedure lets you poll one station, or multiple stations in one operation.

1. Press **FUNCTION** and **3**.



```
POLLING                (1-4)
1:POLLING
```

2. Press **SET**.



```
POLLONG
    PASSWORD=1234
```

Common Polling Password

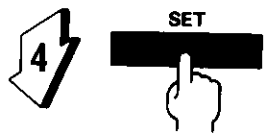
3. Enter four-digit New Password if necessary.
   Ex: 5678

```
POLLING
    PASSWORD=5678
```

Individual Polling Password

If you just press **SET** in Step 3, the Polling Pasword will be applied to a Common Password.

4. Press **SET**.



```
POLLING
ENTER STATION(S)
```

5. Enter station(s) by using;
   - One-Touch Keys (Up to 28 stations)
   - **ABBR** and three-digit (Up to 200 stations)
   - Direct Dialing by pressing **SET** key (Up to 50 stations)

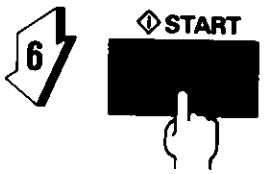
   Ex: One-Touch Key **01**
   ABBR and **003**
   7772345 and **SET**

```
ONE-TOUCH      STNS=001
<01> (Station name)
```

```
ABBR.          STNS=002
[003] (Station name)
```

```
TEL.NO.        STNS=003
7772345
```

6. Press **START**.



```
* STORE *       NO.005
```

```
* DIALLING *
[003] (Station name)
```

NOTE

1. *To erase or change the stations setting in Step 5, press* **CLEAR**. *If you recorded several, use ▲ or ▼ to find the station you want clear. Then press* **CLEAR**. *Add new stations using Step 5 procedure.*
2. *If a polled station is busy, or does not answer, it will be skipped and the next station will be polled. The skipped stations(s) will be redialled up to five times after all registered stations have been polled.*
3. *You can verify that polling communication was successful or not by a communication Journal (see page 3-5).*

How to Turnaround Poll (Combined Transmission and Polling)

This procedure lets you do two operations with one call automatically. First, your machine will send the document(s) to the station, and then it will poll the same station.

1. Place the document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. FUNCTION and 4

```
XMT & POLLING
■
```

3. SET

```
XMT & POLLING
   PASSWORD=1234
```

Common Polling Password

4. Enter four-digit New Password if necessary.
Ex: 5678

```
XMT & POLLING
   PASSWORD=5678
```

Individual Polling Password

If you just press **SET** in Step 4, the Polling Password will be applied to the Common Password.

5. SET

```
XMT & POLLING
ENTER STATION
```

6. Enter station by using;
- One-Touch Key
- **ABBR** and three-digit
- Direct Dialing by pressing **SET** key

Ex: One-Touch Key **01**

```
ONE-TOUCH
<01> (Station name)
```

7. ◇START

```
* STORE *          NO.005
  PAGES=001          01%
```

The document(s) will be stored in memory. Then, your machine will begin to dial automatically.

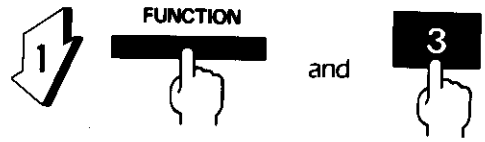
```
* STORE * COMPLETED
TOTAL PAGES=003    05%
```

```
* DIALLING *
<01> (Station name)
```

How to Printout Polled Files

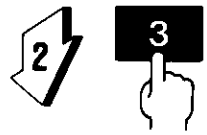
This procedure lets you print out Polled Files to confirm what you stored.

1. Press FUNCTION and 3.



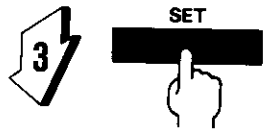

```
POLLING              (1-4)
1:POLLING
```

2. Press 3.




```
POLLING              (1-4)
3:PRINT
```

3. Press SET.

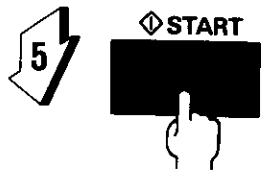



```
PRINT POLLED FILE
   PASSWORD=■■■■
```

4. Enter four-digit Polling Password which is assigned to the Polling File you want to print out.
   Ex: 5678

```
PRINT POLLED FILE
   PASSWORD=5678
```

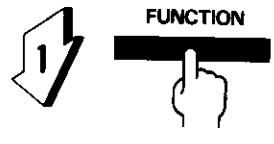
5. Press ◇START.



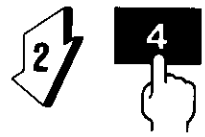

```
* PRINTING *
   PAGE=001/003
```

How to Delete Polled Files

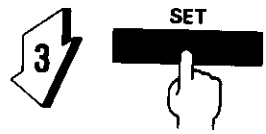
After storing the Files to be polled, you may have some reason to delete the Files.

1. 


```
POLLING                (1-4)
1:POLLING
```

2. 

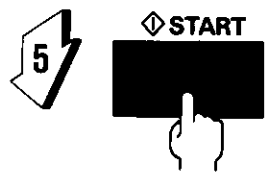

```
POLLING                (1-4)
4:DELETE
```

3. 


```
DELETE POLLED FILE
   PASSWORD=■■■■
```

4. Enter four-digit Polling Password which is assigned to the Polling File you want to delete.
Ex: 5678

```
DELETE POLLED FILE
   PASSWORD=5678
```

5. 


```
* DELETING *
   FILE NO.=015
```

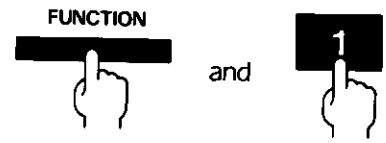
4-2. TIMER CONTROLLED COMMUNICATIONS

Deferred Transmission

You can transmit a document to one or more stations at any fixed time within 24 hours. Built-in timers, for up to 50 files for Deferred Transmission or Deferred Polling, make timer communications possible. Note that both Deferred Transmission and Deferred Polling (see page 4-8) can be set independently to occur at different times.

1. Place the document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT MODE
ENTER STATION(S)    00%
```

2. 

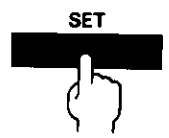

```
DEFERRED COMM.  (1-2)
1:XMT
```

3.


```
DEFERRED XMT
START TIME      ■ :
```

4. Enter start time from keypad. (Use four-digit, 24-hour clock)
   Ex: **2330** (11:30 p.m.)

```
DEFERRED XMT
START TIME        23:30
```

5. 

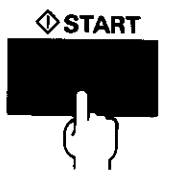

```
DEFERRED XMT
ENTER STATION(S)
```

6. Dial by pressing a One-Touch key, or **ABBR** and three-digit or a full number and **SET**.
   Ex: One-Touch **01**
   ABBR and **015**
   123456789 and **SET**

```
ONE-TOUCH      STNS=001
<01> (Station name)
```

```
ABBR.          STNS=002
[015] (Station name)
```

```
TEL.NO.        STNS=003
123456789
```

7. 

Your machine will store the document(s) into memory automatically.

```
* STORE *       NO.012
  PAGES=001      05%
```

```
* STORE * COMPLETED
TOTAL PAGES=005  15%
```

```
15-AUG-1990 15:00
                 15%
```

NOTE

1. *If you enter a wong number in Step 4, press* **CLEAR**, *then reenter that number.*
2. *To change or cancel the settings, see page 4-23.*
3. *To review the entered station(s) in Step 6 before going to next step, press* ▲ *or* ▼. *If you find an error, press* **CLEAR** *to erase the displayed station.*

Deferred Polling

1. FUNCTION and 1

```
DEFERRED COMM.  (1-2)
1:XMT
```

2. 2

```
DEFERRED COMM.  (1-2)
2:POLLING
```

3. SET

```
DEFERRED POLLING
    PASSWORD=1234
```

Common Polling Password (see page 4-1)

4. Enter new Polling Password from keypad using four-digit if necessary, if not, just press **SET**.
Ex: New password "**4567**"

```
DEFERRED POLLING
    PASSWORD=4567
```

5. SET

```
DEFERRED POLLING
START TIME      ■ :
```

6. Enter start time from keypad. (Use four-digit, 24-hour clock)
Ex: **2330** (11:30 p.m.)

```
DEFERRED POLLING
START TIME      23:30
```

7. SET

```
DEFERRED POLLING
ENTER STATION(S)
```

8. Dial by pressing a One-Touch key, or **ABBR** and three-digit.
Ex: One-Touch **01** and **ABBR** and **015**

```
ONE-TOUCH       STNS=001
<01> (Station name)
```

```
ABBR.           STNS=002
[015] (Station name)
```

9. ◇START

```
* STORE *       NO.020
```

```
15-AUG-1990 15:00
                00%
```

NOTE

1. *The common polling password is set by a Fax Parameter (see page 4-1). If no password is set, the display will show blank.*

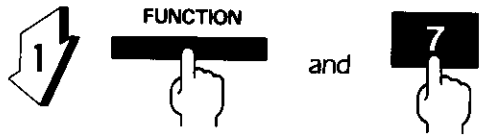
4-3. PROGRAMMED COMMUNICATIONS

4-3-1. Setting Program Keys

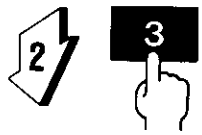
Your machine has Four Special Program Keys. These keys are useful if you frequently need to send or poll the same group of numbers. You can use these keys to store a sequence of stations to be polled, a deferred transmission or polling sequence, or Group Dialing.

In addition to above mentioned functions, these keys are also able to be used for one of the One-Touch keys.

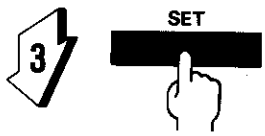
To set a number or a group of numbers in a Program key, follow the procedure below.

1. 

   SET MODE (1-5)
   1:USER PARAMETER

2. 

   SET MODE (1-5)
   3:PROGRAM KEYS

3. 

   PROGRAM KEY ■

4. Press one of the Program Keys, **P1** to **P4**.
   Ex: P1

   PROGRAM[P1] NO.=■
   1:XMT/POLL 2:GROUP

Now you can choose one Program Key mode out of the following five modes.

- Deferred Transmission : Go to step 5a.
- Polling : Go to step 5b.
- Deferred Polling : Go to step 5c.
- Group Dialling : Go to step 5d.

NOTE

1. PROG means Programmed Communications. ONE-TOUCH means One-Touch Key Dialling.

Setting for Deferred Transmission

To set Deferred Transmission,

5a

```
PROGRAM[P1]      NO.=■
1:XMT/POLL  2:GROUP
```

1 for XMT/POLL

```
PROGRAM[P1]      NO.=■
1:XMT  2:POLLING
```

1 for XMT

```
PROGRAM[P1]
START TIME       ■ :
```

6 Enter the starting time using four-digit.
Ex: 2 3 3 0 (11:30 p.m.)

```
PROGRAM[P1]
START TIME       23:30
```

7 To set the starting time,

SET

```
                 STNS=000
ENTER STATION(S)
```

8 Enter the station(s) number by using a One-Touch key, or **ABBR** and three-digit code.
Ex: ABBR and **003** &
One-Touch key **02**
Add more station numbers, if necessary.

```
ABBR.            STNS=001
[003] (Station name)
```

```
ONE-TOUCH        STNS=002
<02> (Station name)
```

You may use ▲ or ▼ key to review the entered station(s) before going to the next step. If you find an error, press **CLEAR** to erase the displayed station.

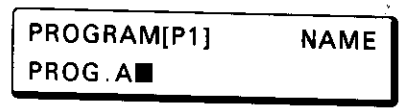
To set station number(s),

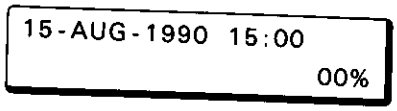
◇START

```
PROGRAM[P1]      NAME
■
```

9 Enter program name using One-Touch/Character keys (see page 2-10).
Ex: PROG. A

10 You can now set another Program Key repeating the procedures from Step 4, or return to standby by pressing **STOP**.





NOTE

1. *To print out a Program List, see page 4-43.*

Setting for Polling

To set Normal Polling,

5b

```
PROGRAM[P1]      NO.=■
1:XMT/POLL  2:GROUP
```

1 for XMT/POLL

```
PROGRAM[P1]      NO.=■
1:XMT  2:POLLING
```

2 for Polling

```
PROGRAM[P1]      NO.=■
1:DEFERRED  2:NORMAL
```

2 for Normal Polling

```
POLLING
    PASSWORD=1234
```

Common Polling Password

6 Enter new Polling Password from keypad using four-digit if necessary, if not, just press **SET**.

Ex: New password **4567**

```
POLLING
    PASSWORD=4567
```

SET

```
                 STNS=000
ENTER STATION(S)
```

7 Enter the station(s) number by using a One-Touch Key, or **ABBR** and three-digit code.

Ex: One-Touch Key **02** & **ABBR** and **003**

```
ONE-TOUCH    STNS=001
<02> (Station name)
```

```
ABBR.        STNS=002
[003] (Station name)
```

You may use ▲ or ▼ key to review the entered station(s) before going to the next step. If you find an error, press **CLEAR** to erase the displayed station.

To set the station number(s),

◇START

```
PROGRAM [P1]     NAME
■
```

4

8 Enter program name using One-Touch/Character keys (see page 2-10).
Ex: PROG. A

```
PROGRAM[P1]        NAME
PROG.A■
```

9 SET

```
PROGRAM KEY        ■
```

You can now set another Program Key repeating the procedures from Step 4, or return to standby by pressing **STOP**.

```
15-AUG-1990 15:00
                   00%
```

NOTE

1. *To print out a Program List, see page 4-43.*

Setting for Deferred Polling

To set Deferred Polling,

5c

```
PROGRAM[P1]      NO.=■
1:XMT/POLL  2:GROUP
```

1 for XMT/POLL

```
PROGRAM[P1]      NO.=■
1:XMT  2:POLLING
```

2 for Polling

```
PROGRAM[P1]      NO.=■
1:DEFERRED  2:NORMAL
```

1 for Deferred Polling

```
DEFERRED POLLING
   PASSWORD=1234
```

Common Polling Password

6 Enter new Polling Password from keypad using four-digit if necessary, if not, just press **SET**.

Ex: New password **4567**

```
DEFERRED POLLING
   PASSWORD=4567
```

SET

```
PROGRAM[P1]
START TIME        ■ :
```

7 Enter the starting time using four-digit.

Ex: **2200** (10:00 p.m.)

```
PROGRAM[P1]
START TIME        22:00
```

8 To set the starting time,

SET

```
                  STNS=000
ENTER STATION(S)
```

4

9 Enter the station(s) number by using a One-Touch Key, or **ABBR** and three-digit code.

Ex: One-Touch Key **02** & **ABBR** and **003**

```
ONE-TOUCH      STNS=001
<02> (Station name)
```

```
ABBR.          STNS=002
[003] (Station name)
```

You may use ▲ or ▼ key to review the entered station(s) before going to the next step. If you find an error, press **CLEAR** to erase the displayed station.

To set the station number(s),

◇**START**

```
PROGRAM[P1]        NAME
■
```

10 Enter program name using One-Touch/Character keys (see page 2-10).

Ex: PROG. A

```
PROGRAM[P1]        NAME
PROG.A■
```

11 **SET**

```
PROGRAM KEY        ■
```

You can now set another Program Key repeating the procedures from Step 4, or return to standby by pressing **STOP**.

```
15-AUG-1990 15:00
                   00%
```

NOTE

1. *To printout a Program List, see page 4-43.*

Setting for Group Dialling

To set Group Dialling,

5d

```
PROGRAM[P1]      NO.=■
1:XMT/POLL   2:GROUP
```

for GROUP

```
                 STNS=000
ENTER STATION(S)
```

6

Enter the station(s) number by using a One-Touch Key, or **ABBR** and three-digit code.

Ex: One-Touch Key **02, 05**
ABBR and **003, 010, 015**

```
ONE-TOUCH     STNS=001
<02> (Station name)
```

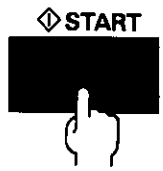
```
ONE=TOUCH     STNS=002
<05> (Station name)
```

You may use ▲ or ▼ key to review the entered station(s) before going to the next step. If you find an error, press **CLEAR** to erase the displayed station.

```
ABBR.         STNS=003
[003] (Station name)
```

```
ABBR.         STNS=004
[010] (Station name)
```

```
ABBR.         STNS=005
[015] (Station name)
```




```
PROGRAM[P1]      NAME
■
```

7

Enter program name using One-Touch/Character keys (see page 2-10).

Ex: PROG. A

```
PROGRAM[P1]      NAME
PROG.A■
```

8

```
PROGRAM KEY      ■
```

You can now set another Program Key repeating the procedures from Step 4, or return to standby by pressing **STOP**.

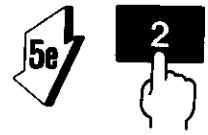
```
15-AUG-1990 15:00
                 00%
```

4

Setting for One-Touch Key

To set for One-Touch Key,

5e 2 for ONE-TOUCH



```
PROGRAM[P1]          TEL.
■
```

6 Enter facsimile telephone number (up to 36 digits) including pauses and spaces.
Ex: 9 PAUSE 5 5 5 SPACE 1 2 3 4

```
PROGRAM[P1]          TEL.
9-555 1234■
```

7 To set the number,

SET

```
PROGRAM[P1]          NAME
■
```

8 Enter receiving station's name (up to 15 characters) using One-Touch/Character keys (see page 2-10).
Ex: PANASONIC

```
PROGRAM[P1]          NAME
PANASONIC■
```

To set the name,

SET

```
PROGRAM KEY          ■
```

You can now set another Program Key repeating the procedures from Step 4, or return to standby pressing **STOP**.

```
01-AUG-1990 15:00
                     00%
```

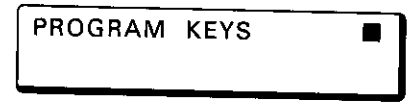
How to Erase Program key Settings

To erase Program key settings.

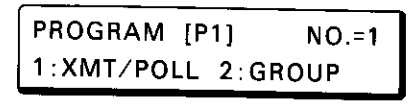
1. FUNCTION and 7

2. 3

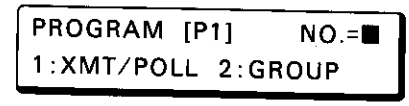
3. SET



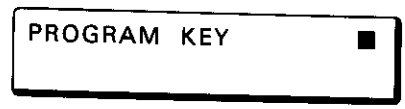
4. Press the Program key you want to erase.
Ex: P1



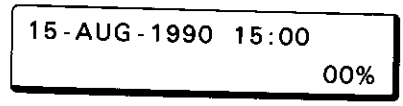
5. CLEAR



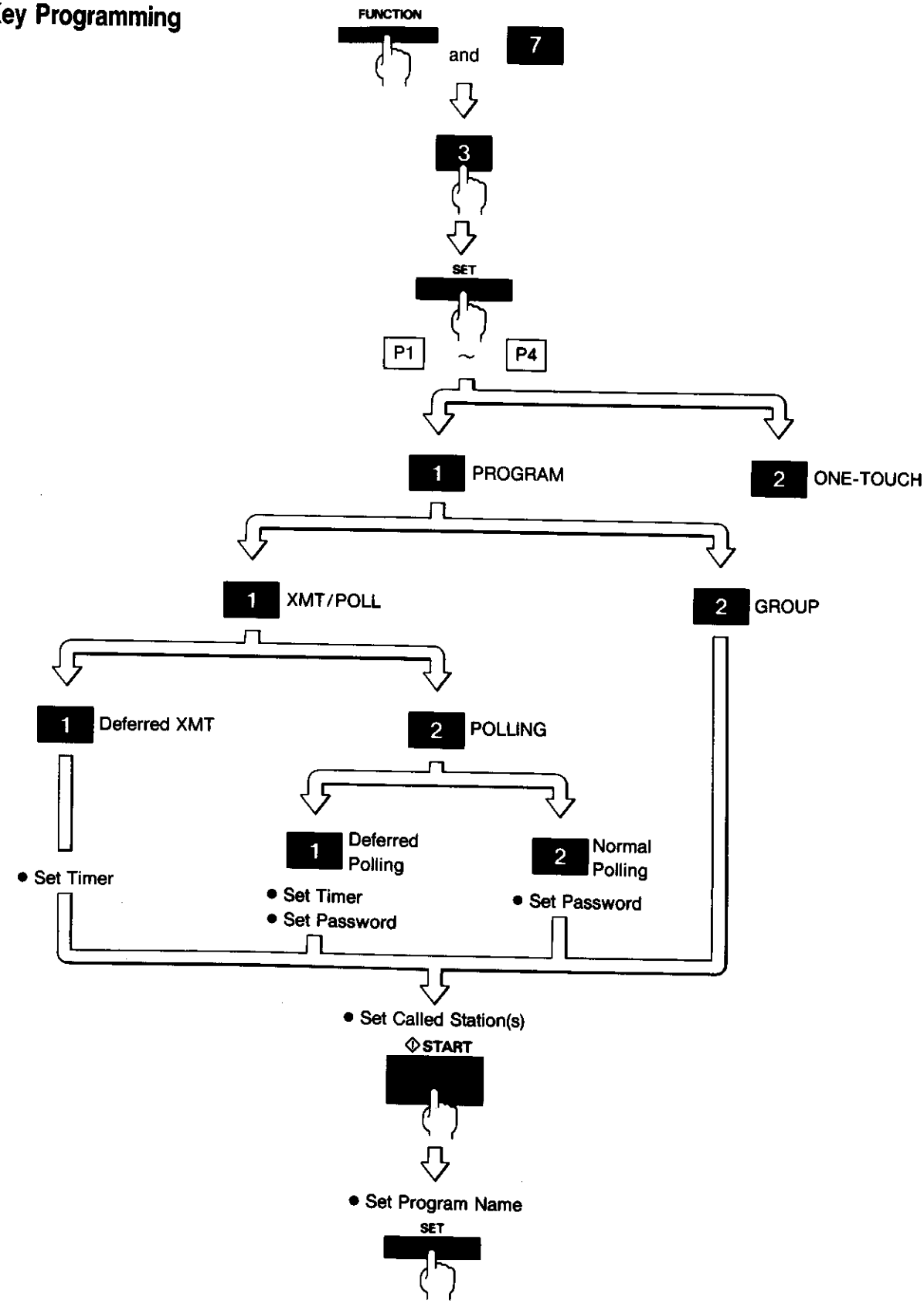
6. SET



7. To erase another Program key or return to standby by pressing STOP.



Program Key Programming Flowchart



4-3-2. USING PROGRAM KEYS

Once you have recorded a number, or group of numbers under a Program Key (see pages 4-9), you can use the key by following the steps below.

To transmit documents using Program Keys.

1. Place the document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. Press program key.
   Ex: P2

   The document(s) will be stored into memory. Then, dialling automatically begins (see NOTE).

```
PROGRAM          STNS=002
[P2] (Program name)
```

```
* STORE *          NO.001
      PAGES=002    05%
```

```
* DIALLING *
<02> (Station name)
```

To poll documents using Program Keys.

1. Make sure no documents are on the ADF.

```
15-AUG-1990 15:00
```

2. Press program key:
   Ex: P3

   Then, dialling automatically begins (see NOTE).

```
PROGRAM          STNS=001
[P3] (Program name)
```

```
* DIALLING *
<12> (Station name)
```

NOTE

1. *The display varies according to the entered mode setting.*

Timer Batch Transmission

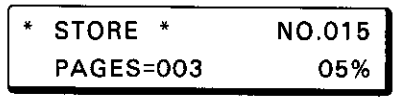
If you stored several documents at different times using the same Program Key that is programmed to perform deferred transmission, these documents will be arranged in one file. Then, the file will be transmitted at one dialling.

Ex:

1. Place the first document face down on the ADF.

2. Press a Program Key you entered for deferred Transmisison.
   Ex: P1
   (Programmed for transmitting to PANAFAX at 11:00 p.m.)

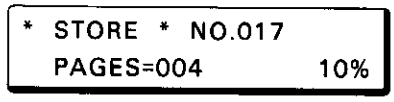
3. The first document will be stored in memory.



4. Place the second document face down on the ADF.

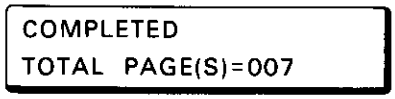
5. Press Program Key **P1**.

6. The second document will be also stored in memory.



7. At 11:00 p.m., your machine will begin to dial.

The first and second documents that were stored into memory will both be transmitted on the same deferred call.
Then, the machine will printout a Batch COMM. Journal automatically. (see page 4-39).



NOTE

1. *When Batch Transmission is executed, machine will printout a Batch COMM. Journal automatically instead of original file's COMM. Journal regardless of COMM. Journal setting (OFF, ON or INC).*

4-4. INTERRUPT KEY OPERATION

This unit will reserve for transmission or polling up to 50 files. Then, the files you reserved will be executed in sequence.

However, if you have a document which has to send as soon as possible, use the INTERRUPT KEY and the following procedure.

The command you reserved will be executed when this unit has finished the current communication.

After interrupt communication is completed, unit will return to original sequence.

Using the INTERRUPT key for Transmission Reservation

1. Unit is transmitting or receiving.

```
ON LINE * MEM.XMT *
ID:
```

2. INTERRUPT (see NOTE 1)

```
ON LINE * MEM.XMT *
  INTERRUPT REQUEST
```

3. Place the document face down on the ADF. Adjust Document Guide.

```
DOCUMENT SET
ENTER STATION(S)    05%
```

4. Enter the station(s) from any key.
   Ex: One-Touch **01**

```
ONE-TOUCH      STNS=001
<01> (Station name)
```

5. ◇START

```
* STORE *          NO.025
        PAGES=001    10%
```

Your machine will automatically store the document into memory.

```
* STORE * COMPLETED
TOTAL PAGES=002    15%
```

```
ON LINE  * MEM. XMT *
ID:
```

```
COMPLETED
TOTAL PAGE(S)=004/004
```

When finished transmitting or receiving, your machine will dial the numbers.

```
* DIALLING *
<01> (Station name)
```

NOTE

1. *If you wish to transmit a document without storing into the memory (On Hook or Off Hook Dialling), in step 1, wait until current communication is finished and display shows "INTERRUPTED". Then follow the On Hook or Off Hook Dialling procedure.*
2. *When unit is executing interrupt file, you can not use the INTERRUPT key again until the interrupt file is finished.*

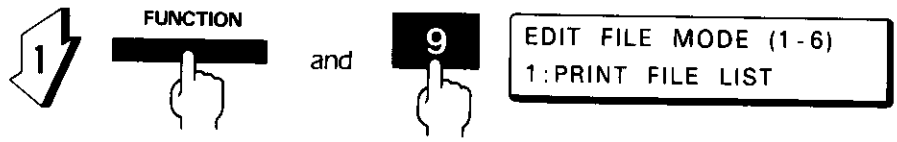
4-5. MEMORY MANAGEMENT (Editing File)

Your machine has a document image memory which enables you to memory transmission, deferred transmission or memory polling.

After storing documents for communication into memory, you may need to modify the memory file while it is still in memory. This section describes how to use the editing functions.

How to printout File List

You may need to verify pending Memory Files. To do so, printout the File List by the following procedure.



Sample File List

```
                                                                    (1)                  (2)      (3)
**************************-FILE LIST-************************DATE 15-AUG-1990*****TIME 16:20****P.1***

      COMMAND FILE(S)  = 03 (4)
      DATA FILE(S)     = 01 (5)
      TOTAL FILE(S)    = 04 (6)
      USED MEMORY      = 33% (7)

            FILE NO. = 018 (8)      [EXECUTING] (9)
            (10)                          (11)                (12)        (13)
            FILE TYPE                     CREATED             TIMER       PAGE(S)
            XMT                           15-AUG 15:00                    014
            (14)                                  (15)          (16)
            DESTINATION(S)                        PRG. NO.      PROGRAM NAME

            [001] NEW YORK
            ☎ 02321111234
-----------------------------------------------------------------------------------------------------
            FILE NO. = 020
            FILE TYPE                 CREATED          TIMER              PAGE(S)
            DEFERRED XMT              15-AUG 14:05     15-AUG 23:00       004
            DESTINATION(S)              PRG.NO.        PROGRAM NAME
            <02>  LONDON                [P1]           SEND AT 11PM
            <04>  STOCKHOLM             [P1]           SEND AT 11PM
-----------------------------------------------------------------------------------------------------
            FILE NO. = 015
            FILE TYPE                 CREATED          TIMER              PAGE(S)
            POLLED (5555)             15-AUG 10:10                        003
-----------------------------------------------------------------------------------------------------
            FILE NO. =  014           [INCOMPLETE]
            FILE TYPE                 CREATED          TIMER              PAGE(S)
            XMT                       15-AUG 10:22                        005
                                                         PRG. NO.
            DESTINATION(S)                                                PROGRAM NAME
            <01>  ROME

                                                                          (17)
                                                                          - PANAFAX HQ
                                                                (19)              (18)
**********************************************************- PANAFAX -*****- 44 71 111 1234 - **********
```

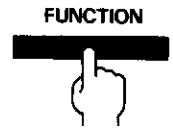
Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Number of Command files: Up to 50 files (XMT, Deferred XMT, Polling, Turnaround Polling and incomplete files)
(5) Number of Data files: Polled files (20 files) and confidential Polled files (20 files)
(6) Total number of files: The two-digit number shows the number of file you entered.
(7) Memory capacity: The amount used of the document memory capacity
(8) File # 001 to 999
(9) Status of the files: [EXECUTING] [INCOMPLETE] [WAITING TO REDIAL]
(10) File type: Type of stored commands
- XMT : Transmission file
- DEFERRED XMT : Deferred Transmission file
- POLLING (Password) : Polling file
- DEFERRER POLLING (Password) : Deferred Polling file
- XMT & POLLING (Password) : Turnaround Polling file
- POLLED (Password) : Polled file
- RCV TO MEMORY : Memory Reception file
- RELAY XMT : Requested Relay Transmission file
- CONF. XMT : Confidential Transmission file
- CONF. POLL : Confidential Polling file
- CONF. POLLED : Confidential Polled file

(11) Stored date/time: Day-Month-Time. Date/time that these files were stored.
(12) Executing date/time: If the files are Timer Controlled Comm, these start times are printed in this column.
(13) Number of stored documents
(14) Destination: ABBR. No./One-Touch No. and station name. "☎" indicates direct dialing
(15) Program key No.: [P1] to [P4]
(16) Program name: Up to 15 characters
(17) LOGO: Up to 25 characters
(18) ID Number: Up to 20 digits
(19) Character ID: Up to 16 characters

How to change Communication Time and/or Stations

To change communication time and/or stations of a file in memory.

1 

and


```
EDIT FILE MODE    (1-6)
1:PRINT FILE LIST
```

2


```
EDIT FILE MODE    (1-6)
2:CHANGE TIME/STN.
```

3


```
CHANGE TIME/STN
     FILE NO.=■
```

4 Enter the File No. you want to change. (see NOTE 1)
Ex: 045

```
CHANGE TIME/STN
     FILE NO.=045
```

5


```
DEFERRED XMT
START TIME        23:00
```

6 Enter new time.
Ex: 0600... (6 a.m.)

```
DEFERRED XMT
START TIME        06:00
```

7

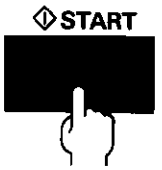

```
TEL. NO.          STNS=001
5551235■
```

8a To delete station(s), press ▲ or ▼ key until shown station you want to delete. Then press **CLEAR**. (see NOTE 2)

```
                  STNS=000
ENTER STATION(S)
```

8b To add station(s), Enter station(s) you want to add. (see NOTE 2)
Ex: 5551234 + SET

```
TEL. NO.          STNS=001
5551234■
```

9 


```
15-AUG-1990 15:00
                    10%
```

NOTE

1. *A File No. is assigned for each Memory Communication. If you have to confirm the File No., print out the File List. For more details, see page 4-23.*
2. *After adding or deleting station(s), the number of station(s) is counted and shown at the upper right of the display.*

How to delete an Individual File

To delete a File

1. FUNCTION and 9

```
EDIT FILE MODE      (1-6)
1:PRINT FILE LIST
```

2. 3

```
EDIT FILE MODE      (1-6)
3:DELETE FILE
```

3. SET

```
DELETE FILE
     FILE NO.=■
```

4. Enter the File No. you want to delete. (see NOTE)
   Ex: 045

```
DELETE FILE
     FILE NO.=045
```

5. SET

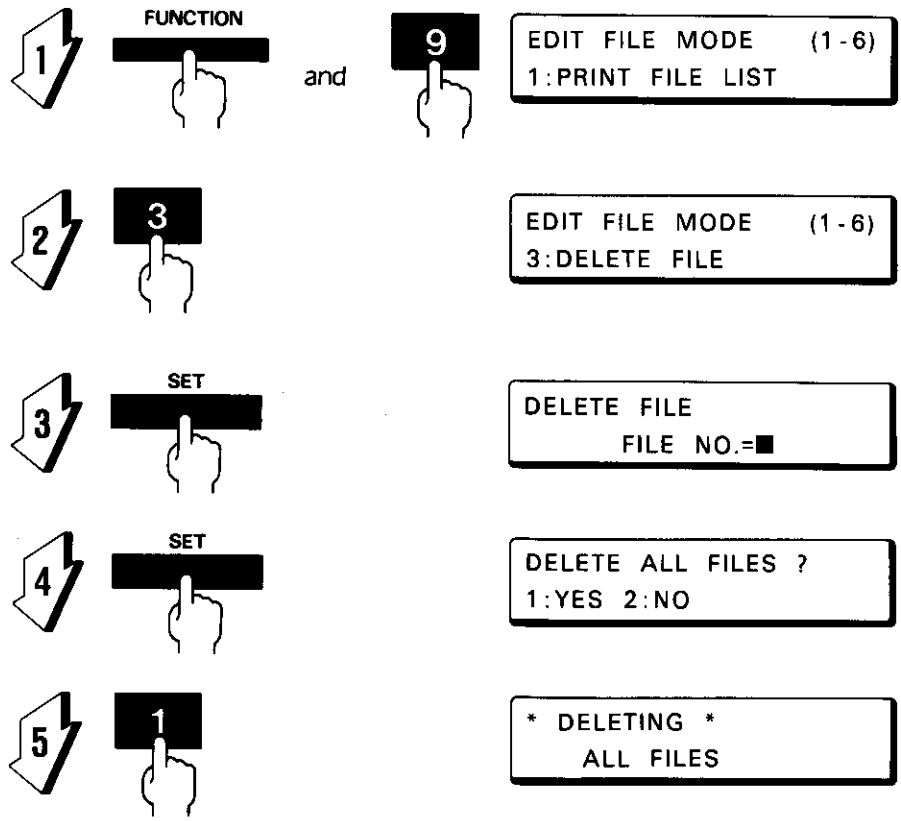
```
* DELETING *
     FILE NO.=045
```

NOTE

1. *A File No. is assigned for each Memory Communication. If you have to confirm the File No., print out the File List. For more details, see page 4-23.*

How to delete all Files

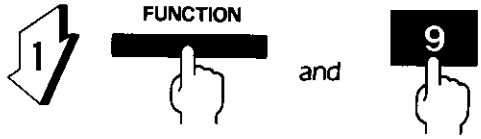
To delete all Files;



How to Printout Files

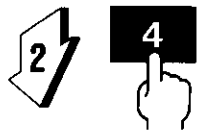
To print out files (documents) you entered to an existing memory file,

1. FUNCTION and 9



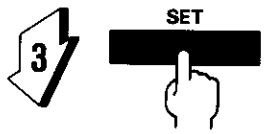
```
EDIT FILE MODE (1-6)
1:PRINT FILE LIST
```

2. 4



```
EDIT FILE MODE (1-6)
4:PRINT FILE
```

3. SET

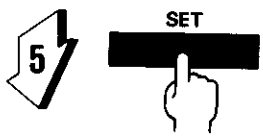


```
PRINT FILE
     FILE NO.=■
```

4. Enter the File No. you want to print out. (see NOTE)
   Ex: 045

```
PRINT FILE
     FILE NO.=045
```

5. SET



```
* PRINTING *
     PAGE=001/003
```

Your machine will print the document from memory. The files (documents) will remain in memory even after you print out the files.

NOTE

1. *A File No. is assigned for each Memory Communication. If you have to confirm the File No., print out the File List. For more details, see page 4-23.*

How to add Documents

To add documents to a file,

1. Place documents face down on ADF.

```
DOCUMENT SET
ENTER STATION(S)    05%
```

2. FUNCTION and 9

```
EDIT FILE MODE      (1-6)
1:PRINT FILE LIST
```

3. 5

```
EDIT FILE MODE      (1-6)
5:ADD DOCUMENT
```

4. SET

```
ADD DOCUMENT
     FILE NO.=■
```

5. Enter the File No. you want to add. (see NOTE)
Ex: 045

```
ADD DOCUMENT
     FILE NO.=045
```

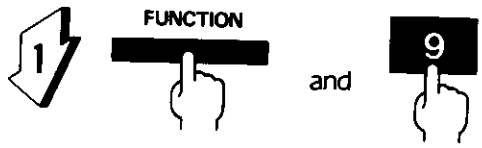
6. SET

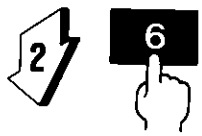
```
* STORE *          NO.045
PAGES=005           10%
```

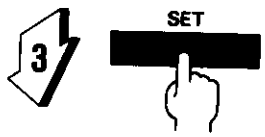
Your machine will automatically store the documents into memory.

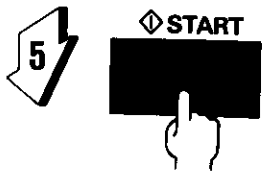
How to Retry Incomplete Memory Files

If a communication is incomplete because the receiving party was busy or did not answer even after redialling, your machine will delete the incomplete file automatically. You can change the setting of Fax Parameter No. 24 (INC. FILE SAVE) to save the incomplete file. You may retry the incomplete file using the following procedure.

1. Press FUNCTION and 9.
   

   EDIT FILE MODE (1-6)
   1:PRINT FILE LIST
2. Press 6.
   

   EDIT FILE MODE (1-6)
   6:RETRY INCOMP FILE
3. Press SET.
   

   RETRY INCOMP. FILE
   FILE NO.=■
4. Enter File No. you want to retry (see NOTE)
   Ex: 045
   RETRY INCOMP. FILE
   FILE NO.=045
5. Press ◇START.
   

   * DIALLING *

NOTE

1. *A File No. is assigned for each Memory Communication. If you have to confirm the File No., print out the File List. For more details, see page 4-23.*

4-6. GROUP DIALLING USING ONE-TOUCH KEYS

Setting Fax Parameter

If you have programmed all Program Keys as TIMER KEYS, GROUP DIALLING KEYS or One-Touch Dialling Keys, you may require more GROUP DIALLING KEYs.

This unit can set One-Touch Keys (01 to 24) as GROUP DIALLING KEYS by changing a Fax parameter.

To do so, use the following procedure. (see NOTE)

1. FUNCTION and 7
   SET MODE (1-5)
   1:USER PARAMETERS
2. 4
   SET MODE (1-5)
   4:FAX PARAMETERS
3. SET
   FAX PARAMETER (01-34)
   01 RESOLUTION
4. 2 and 5
   FAX PARAMETER (01-34)
   25 GROUP KEY
5. SET
   25 GROUP KEY
   1:INVALID (1-2)
6. 2
   25:GROUP KEY SET-UP
   2:VALID (1-2)
7. SET
   FAX PARAMETER (01-34)
   26 RELAY XMT REQUEST
8. To return to standby, STOP
   15-AUG-1990 15:00
   00%

NOTE

1. *If you use this function, the Tel. No. in the One-Touch Key you want to program as a GROUP DIALLING KEY will be erased.*

Entering Group Dialling Numbers

1 FUNCTION and 7

```
SET MODE          (1-5)
1:USER PARAMETERS
```

2 2

```
SET MODE          (1-5)
2:ONE-TOUCH/ABBR.NOS.
```

3 SET

```
ONE-TOUCH/ABBR.  ■
```

4 Press the One-Touch Key you want to program
Ex: 01

```
ONE-TOUCH<01>  NO.=■
1:ONE-TCH 2:GROUP
```

5 2

```
                STNS=000
ENTER STATION(S)
```

6 Enter the station number(s) by using ABBR and three-digit code.
Ex: ABBR and **003**
ABBR and **010**
(See NOTE 1)

```
ABBR            STNS=001
[003] (Station name)
```

```
ABBR.           STNS=002
[010] (Station name)
```

You may use the ▲ or ▼ key to review the entered station(s) before going to the next step. If you find an error, press **CLEAR** to erase the displayed station.

7 ◇START

```
ONE-TOUCH<01>  NAME
■
```

8 Enter name using One-Touch/ Character Keys, up to 15 characters (see page 2-10).
Ex: EASTERN AREA

```
ONE-TOUCH<01>  NAME
EASTERN AREA■
```

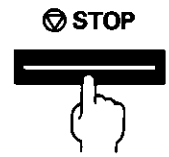
NOTE

1. *You cannot enter the station(s) by using One-Touch key, Program key or Direct dialling number.*

9


```
ONE-TOUCH/ABBR. ■
```

10 To return to standby,




```
15-AUG-1990 15:00
                    00%
```

Using Group Dialling One-Touch keys

To transmit documents using Group Dialling One-Touch keys.

1 Place the document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
ENTER STATION(S)   00%
```

2 Press One-Touch key you entered for Group Dialling.
Ex: 01

```
ONE-TOUCH     STNS=002
<01> (Group name)
```

The document(s) will be stored into memory. Then, dialling automatically begins.

```
* STORE *          NO.015
  PAGES=001          01%
```

```
* STORE * COMPLETED
TOTAL PAGES=003    05%
```

```
* DIALLING *
[003] (Station name)
```

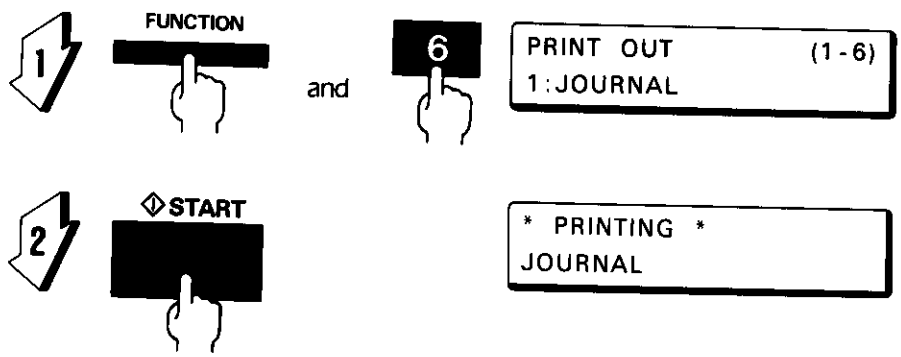
4-7. PRINTOUT REPORTS AND LISTS

To help you maintain records of the documents you send and receive, as well as lists of the numbers you record, your facsimile machine is equipped to print out the following reports and lists: a Journal, Individual Transmission Journal, Communication Journal, Batch Communication Journal, One-Touch List, ABBR. No. List, Directory Search List, Program List, Fax Parameter List and a Power Failure Report.

Journal

The "Journal" is a record of the last 120 transactions (a transaction is performed each time you send or receive a document). It is printed out automatically after every 120 transactions, but you can print it out manually in the following way.

Printout Procedure

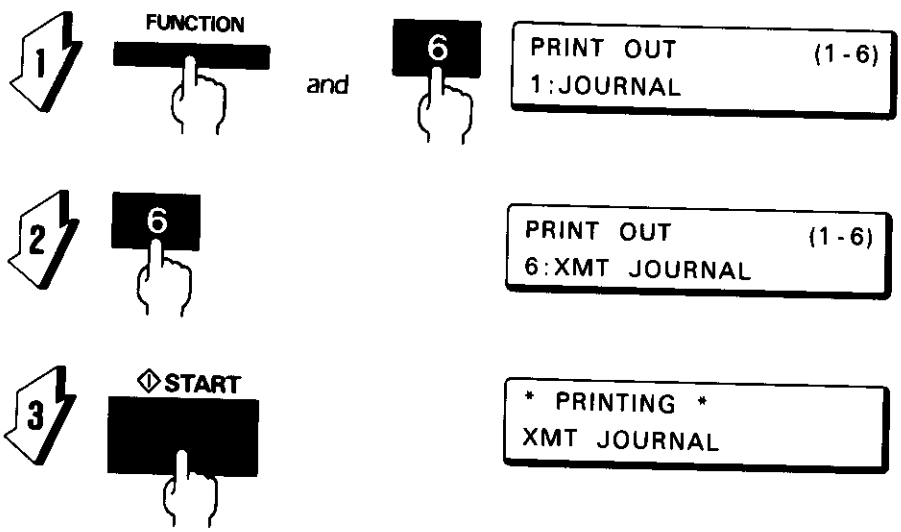


The machine starts printing out a Journal.

Individual Transmission Journal (XMT JOURNAL)

The Individual Transmission Journal contains information on the latest transmission.

Printout Procedure



The machine begins printing out an Individual Transmission Journal.

Sample Journal

(1) (2) (3)
**********-JOURNAL-**********DATE 15-AUG-1990*****TIME 15:15****P.1***

(4) NO.	(5) COMM.	(6) PAGE(S)	(7) FILE	(8) DURATION	(9) X/R	(10) IDENTIFICATION	(11) DATE	(12) TIME	(13) DIAGNOSTIC
001	630	000/005	014	00:00'00	XMT	<01>NEW YORK	01-AUG	10:35	888888888888
002	407	003/005	017	00:02'15	XMT	[004]LONDON	01-AUG	11:10	888888888888
003	OK	002/005	017	00:01'06	XMT	[004]LONDON	01-AUG	11:22	888888888888
004	630	000/005	014	00:00'00	RCV	061 111 1234	01-AUG	11:35	888888888888
005	407	003/005	017	00:02'15	RCV	021 111 1234	01-AUG	11:50	888888888888
006	OK	002/005	017	00:01'06	RCV	GROUP 3	01-AUG	12:22	888888888888
007	OK	014/014	018	00:09'15	XMT	☎ 1 201 555 9999	JUN-01	15:01	888888888888
119	OK	014/014	018	00:09'20	RCV	031 111 1234	15-AUG	15:13	888888888888
120	OK	014/014	018	00:09'20	XMT	[003]ROME	15-AUG	15:13	888888888888

(14)
- PANAFAX HQ -

(16) (15)
**********- PANAFAX -****- 44 71 111 1234 -****

Sample Individual Transmission Journal (XMT JOURNAL)

(1) (2) (3)
**********-JOURNAL-**********DATE 15-AUG-1990*****TIME 15:15****P.1***

(4) NO.	(5) COMM.	(6) PAGE(S)	(7) FILE	(8) DURATION	(9) X/R	(10) IDENTIFICATION	(11) DATE	(12) TIME	(13) DIAGNOSTIC
120	OK	014/014	018	00:09'20	XMT	[003]ROME	15-AUG	15:13	888888888888

(14)
- PANAFAX HQ -

(16) (15)
**********- PANAFAX -****- 44 71 111 1234 -****

Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Communication number: 001—120 (Does not always begin with 001 when printed out manually.)
(5) Communication result: "OK" indicates that the transmission was successful.
"S-OK" indicates that STOP was pressed during communication.
Three-digit information code (see page 5-1) appears when there was a problem.
(6) Number of pages transmitted or received:
The first three-digit number represents the number of pages successfully transmitted or received. The second three-digit number represents the number of pages that were stored into memory or set by Total Pages setting.
An asterisk "*" indicates that the quality of some transmitted or received copies was poor.
(7) File number: 001 to 999
(These numbers are assigned for each memory
(8) Duration of communication:
Hour:Minute' Second
(9) Type of communication: "XMT" means Transmission
"RCV" means Reception
(10) Remote station identification:
<nn> Name : One-Touch No. and recorded name.
[nnn] Name : ABBR. No. and recorded name
☎ Number : Dialed telephone Number
Number : Remote station's ID Number
Name : Remote station's Character ID
Group 2, 3 : Remote station was a CCITT G2, G3 machine
(11) Communication date: Day-Month
(12) Communication start time:
Hour:Minute
(13) Diagnostic: For service personnel only
(14) LOGO: Up to 25 characters
(15) ID Number: Up to 20 digits
(16) Character ID: Up to 16 characters

Communication Journal (COMM. JOURNAL)

A Communication Journal (COMM.JOURNAL) lets you verify if transmission or Polling was successful or not. You may select printout condition in Function 8-1 (COMM.JOURNAL), see page 3-5 for datails.

Sample Communication Journal (COMM.JOURNAL)

```
                                                                    (1)                    (2)      (3)
**********-COMM. JOURNAL-**********DATE 15-AUG-1990*****TIME 15:20****P.1***

     (4)
  MODE = TRANSMISSION                          (5)                    (6)
  FILE NO. = 018 (7)                START = 15-AUG 15:01    END = 15-AUG 15:20

 (8)    (9)      (10)                                    (11)      (12)      (13)
 NO.    COMM.    DESTINATION(S)                          PAGE(S)   PRG.NO.   PROGRAM
                                                                              NAME
 001    OK       [001] SYDNEY                            014/014
 002    OK       [002] TOKYO                             014/014
 001    OK       <01>HONG KONG                           014/014
 001    INC      ☎ 03 1111 1234                          010/014

 (14)
 INCOMPLETE COMMUNICATION(S) OCCURRED.
 FOLLOWING FILE(S) ARE STILL IN MEMORY. YOU MAY RETRY OR DELETE BY EDIT FILE MODE.
 FILE NO. = 018

                                                          (15)
                                                          - PANAFAX HQ -

                                                                  (17)      (16)
**********- PANAFAX -*****- 44 71 111 1234 -*****
```

Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Type of communication
(5) Communication start date and time: Day-Month Hour:Minute
(6) Communication end date and time: Day-Month Hour:Minute
(7) File number
(8) Communication number
(9) Communication results: "OK" indicates that the transmission was successful. "INC" indicates that the transmission was incomplete.
(10) ABBR. No/One-Touch No. and station name. Or Direct Dialing No.
(11) Number of pages transmitted or received: The first three-digit number represents the number of pages successfully transmitted or received. The second three-digit number represents the number of pages that were stored in memory or set by Total Pages setting.
(12) Program number: [P1] to [P4]
(13) Program name recorded in the machine: Up to 15 characters
(14) Incomplete file(s) information: When Function Parameter #24 is Valid position, this information will be printed out if incomplete communication occurred.
(15) LOGO: Up to 25 characters
(16) ID Number: Up to 20 digits
(17) Character ID: Up to 16 characters

Batch Communication Journal (BATCH COMM. JOURNAL)

A Batch Communication Journal (BATCH COMM. JOURNAL) is printed out automatically when machine executed Batch Communication. This report lets you verify if Batch Communication is successful or not. See page 4-21 details.

Sample Batch Communication Journal (BATCH COMM. JOURNAL)

```
**********-BATCH COMM. JOURNAL-**********DATE 15-AUG-1990****TIME 23:03*******P.1***
                                          (1)                 (2)          (3)

                    (4)          (5)            (6)
    BATCHED FILES   FILE NO.     CREATED        PAGE(S)
                    015          15-AUG 10:45   003
                    017          15-AUG 14:50   004
-------------------------------------------------------------------------------
    BATCH FILE      021                         007
                    (7)                         (8)

        (9)
MODE = BATCH TRANSMISSION                    (10)                    (11)
FILE NO.  021 (12)                           START = 15-AUG 23:00    END = 15-AUG 23:03

(13)    (14)     (15)                  (16)      (17)      (18)
NO.     COMM.    DESTINATION(S)        PAGE(S)   PRG.NO.   PROGRAM NAME
001     OK       [001] SYDNEY          007/007   [P1]      SYDNEY AT 11PM

(19)
INCOMPLETE COMMUNICATION(S) OCCURRED.
FOLLOWING FILE(S) ARE STILL IN MEMORY. YOU MAY RETRY OR DELETE BY EDIT FILE MODE.
FILE NO. = 015, 017

                                                                    (20)
                                                                    - PANAFAX HQ -

**************************************************- PANAFAX -*****- 44 71 111 1234 - **********
                                                  (22)             (21)
```

Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Batched File Numbers
(5) Stored date/time for batched files
(6) Number of stored documents for batched files
(7) Batch file number
(8) Total page numbers
(9) Type of communication
(10) Communication start date and time: Day-Month Hour:Minute
(11) Communication end date and time: Day-Month Hour:Minute
(12) Batch File number
(13) Communication number
(14) Communication results: "OK" indicates that the transmission was successful. "INC" indicates that the transmission was incomplete.
(15) ABBR. No./One-Touch No. and station name or Telephone number.
(16) Number of pages transmitted: The first three-digit number represents the number of pages successfully transmitted or received. The second three-digit number represents the total number of pages that were stored in memory.
(17) Program number: [P1] to [P4]
(18) Program name recorded in the machine: Up to 15 characters
(19) Incomplete file(s) information: When Function Parameter #24 is Valid position, this information will be printed out if incomplete communication(s) occurred.
(20) LOGO: Up to 25 characters
(21) ID Number: Up to 20 digits
(22) Character ID: Up to 16 characters

One-Touch/ABBR. NO./ Directory Search List

To print out a One-Touch/Abbreviated Number and Directory Search List of the telephone numbers you have stored.

Printout Procedure

1. Press FUNCTION and 6.

   LCD:
   ```
   PRINT OUT          (1-6)
   1:JOURNAL
   ```

2. Press 2.

   LCD:
   ```
   PRINT OUT          (1-6)
   2:ONE-TCH/ABBR.LIST
   ```

3. Press START.

   LCD:
   ```
   1:ONE-TOUCH   2:ABBR.
   3:DIR.SEARCH
   ```

4. Press 1 for One-Touch List.

   LCD:
   ```
   * PRINTING *
   ONE-TOUCH LIST
   ```

   Press 2 for ABBR. No. List.

   LCD:
   ```
   * PRINTING *
   ABBR. NO. LIST
   ```

   Press 3 for Directory Search List.

   LCD:
   ```
   * PRINTING *
   DIR. SEARCH LIST
   ```

Sample One-Touch List

```
                                                                    (1)                  (2)      (3)
**************************-ONE-TOUCH LIST-**********************DATE 15-AUG-1990*****TIME 15:20****P.1***

  (6)                (5)                (7)
  ONE-TOUCH          NAME               TELEPHONE NUMBER

  <01>               NEW YORK           0224 111 1234
  <02>               LONDON             031 111 1234
  <03>               GENEVA             091 111 1234
  <04>               ROME               0232 111 1234

  (8)
  NO. OF STATIONS = 4

                                                (9)
                                                - PANAFAX HQ -

                                                                (11)          (10)
************************************************************- PANAFAX -*****- 44 71 111 1234 - ****************
```

Sample ABBR. NO. List

```
                                                                    (1)                  (2)      (3)
**************************-ABBR. NO. LIST-**********************DATE 15-AUG-1990*****TIME 15:15****P.1***

  (6)                (5)                (7)
  ABBR. NO.          NAME               TELEPHONE NUMBER

  [001]              HONG KONG          0727 111 1234
  [002]              TOKYO              061 111 1234
  [003]              SYDNEY             021 111 1234
  [004]              SINGAPORE          041 111 1234

  (8)
  NO. OF STATIONS = 4

                                                (9)
                                                - PANAFAX HQ

                                                                (11)          (10)
************************************************************- PANAFAX -*****- 44 71 111 1234 - ****************
```

Sample Directory Search List

```
**********-DIR. SEARCH LIST-**********DATE 15-AUG-1990*****TIME 15:20****P.1***
```

(1) (2) (3)

(4)	(5) NAME	(6) ABBR. NO./ ONE-TOUCH	(7) TELEPHONE NUMBER
[G]	GENEVA	<03>	091 111 1234
[H]	HONG KONG	[001]	0727 111 1234
[L]	LONDON	<02>	031 111 1234
[N]	NEW YORK	<01>	0224 111 1234
[R]	ROME	<04>	0232 111 1234
[S]	SINGAPORE	[004]	041 111 1234
	SYDNEY	[003]	021 111 1234
[T]	TOKYO	[002]	061 111 1234

(8)
NO. OF STATIONS = 8

(9)
- PANAFAX HQ -

(11) (10)

```
**********- PANAFAX -*****- 44 71 111 1234 - **********
```

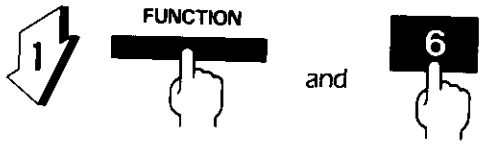
Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) The first letter of station name recorded in the machine.
(5) Station name recorded in the machine:
Up to 15 characters
(6) Abbreviated number or One-Touch number
(7) Telephone number recorded in the machine or ABBR. number for Group keys:
Up to 36 digits
"—" indicates a pause.
(8) Number of recorded ABBR and One-Touch numbers
(9) LOGO: Up to 25 characters
(10) ID Number: Up to 20 digits
(11) Character ID: Up to 16 characters

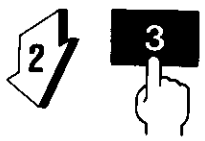
Program List

Printout Procedure

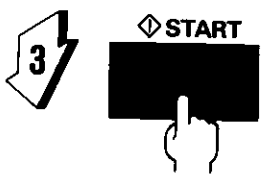
To print out a Program List of the Dialling Patterns that you have previously programmed into the Program keys.

1. 


```
PRINT OUT          (1-6)
1:JOURNAL
```

2. 


```
PRINT OUT          (1-6)
3:PROGRAM LIST
```

3. 


```
* PRINTING *
PROGRAM LIST
```

The machine starts printing out a Program List.

Sample Program List

```
                                                                    (1)                  (2)      (3)
**************************-PROGRAM LIST-**********************DATE 15-AUG-1990*****TIME 15:20****P.1***

(4)       (5)                (6)          (7)       (8)
PROGRAM   PROGRAM NAME       TYPE         TIMER     STATION(S)

[P1]      TX AT 11PM         XMT          23:00     [001]
[P2]      POLLING            POLL (1234)  -----     [001], [002], [003], [005], [050], [120]
[P3]      EASTERN AREA       GROUP        -----     <01>, <02>, <03>
[P4]      LONDON             ONE-TOUCH    -----     061 555 1234

                                                                    (9)
                                                                - PANAFAX HQ -

                                                                    (11)                 (10)
**************************************************************- PANAFAX -*****- 44 71 111 1234 -*****
```

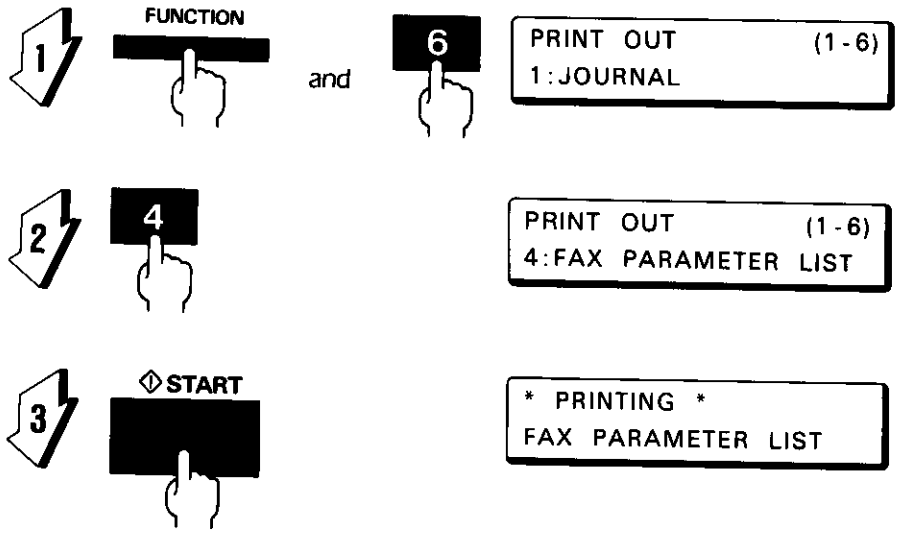
Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Program key: P1~P4
(5) Program name: Up to 15 characters
(6) Type of communication: "XMT" indicates transmission. "POLL (Password)" indicates polling. "GROUP" indicates that the program key is programmed as a group key.
(7) Timer: Indicates the starting time. "————" indicates that the program key contains "non-deferred" program.
(8) Numbers recorded in the program: One-Touch, ABBR numbers
(9) LOGO: Up to 25 characters
(10) ID number: Up to 20 digits
(11) Character ID: Up to 16 characters

FAX Parameter List

Printout Procedure

To print ou the FAX Parameters List (see page 2-17).



The machine starts to print out a Fax Parameter List.

Sample Fax Parameter List

(1) (2)
**********-FAX PARAMETER LIST-**********DATE 15-AUG-1990*****TIME 15:20*****

(3) NO.	(4) DESCRIPTION	(5) CURRENT SETTING	(6) SELECTIONS			(7) STANDARD SETTING
01	RESOLUTION (HOME)	(Standard)	(1: Standard	2: Fine	3: Super Fine)	(1)
02	ORIGINAL (HOME)	(Normal)	(1: Normal	2: Dark	3: Light)	(1)
03	STAMP (HOME)	(On)	(1: Off	2: On)		(2)
04	HALF TONE (HOME)	(Off)	(1: Off	2: On)		(1)
05	ECM (HOME)	(On)	(1: Off	2: On)		(2)
06	COMM.JOURNAL (HOME)	(Inc)	(1: Off	2: On	3: Inc)	(3)
07	DIALLING METHOD	(Pulse)	(1: Pulse	2: Tone)		(1)
08	HEADER PRINT	(Inside)	(1: Inside	2: Outside	3: None)	(1)
09	HEADER FORMAT	(FROM TO)	(1: FROM TO	2: LOGO ID NO.)		(1)
10	TOTAL PAGES PRINT	(Inside)	(1: Inside	2: Outside	3: None)	(1)
11	MEMORY STORED STAMP	(Invalid)	(1: Invalid	2: Valid)		(1)
12	ONE-STN XMT	(Memory)	(1: ADF	2: Memory)		(2)
13	AUTO RECEIVE	(Valid)	(1: Invalid	2: Valid)		(2)
14	RING COUNTER	(3 Ring(s))	(1 Through	9 Rings)		(1)
15	SUBSTITUTE RCV	(Valid)	(1: Invalid	2: Valid)		(2)
16	PAPER END MARK	(Invalid)	(1: Invalid	2: Valid)		(1)
17	RCV'D TIME PRINT	(Invalid)	(1: Invalid	2: Valid)		(1)
18	RCV TO MEMORY	(Invalid)	(1: Invalid	2: Man. Print	3: Auto Print)	(1)
19	AUTO JOURNAL PRINT	(Valid)	(1: Invalid	2: Valid)		(2)
20	CHARACTER ID	(Valid)	(1: Invalid	2: Valid)		(2)
21	KEY/BUZZER TONE	(Soft)	(1: Off	2: Soft	3: Loud)	(2)
22	POLLING PASSWORD	(1234)				
23	POLLED FILE SAVE	(Invalid)	(1: Invalid	2: Valid)		(1)
24	INC. FILE SAVE	(Invalid)	(1: Invalid	2: Valid)		(1)
25	ONE-TOUCH GROUP KEY	(Invalid)	(1: Invalid	2: Valid)		(1)
26	RELAY XMT REQUEST	(Invalid)	(1: Invalid	2: Open	3: Closed	(1)
27	CONFIDENTIAL FAX	(Invalid)	(1: Invalid	2: Valid)		(1)
28	CONF. POLLED FILE SAVE	(Invalid)	(1: Invalid	2: Valid)		(1)
29	XMT-PASSWORD	(5555)				
30	CHECK XMT-PW AT TX	(On)	(1: Off	2: On)		(1)
31	RCV-PASSWORD	(5555)				
32	CHECK RCV-PW AT RX	(On)	(1: Off	2: On)		(1)
33	FAX ACCESS CODE	(----)				
34	DEPARTMENT CODES	(Valid)	(1: Invalid	2: Valid)		(1)

(8) NAME	(9) CODE	NAME	CODE
ACCOUNTING	----- 4568	SALES	----- 4528
SERVICE	----- 6892		

(10)
- PANAFAX HQ -

(12) (11)
**********- PANAFAX -*****44 71 111 1234 -*****

Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Parameter number
(4) Description
(5) Current setting
(6) Selection
(7) Standard setting
(8) Department name: Up to 10 characters
(9) Department code: 4 digits
(10) LOGO: Up to 25 characters
(11) ID Number: Up to 20 digits
(12) Character ID: Up to 16 characters

Power Failure Report

This unit has a battery installed for saving the document information when a power failure occurs.

The battery will be able to save the document information for approximately 72 hours after the power failure occurs.

However, if the battery system has problems with it, the document information might be lost. The Power Failure Report will be printed out automatically after a Power is turned ON again. The report is not printed out when there are no files stored in the memory.

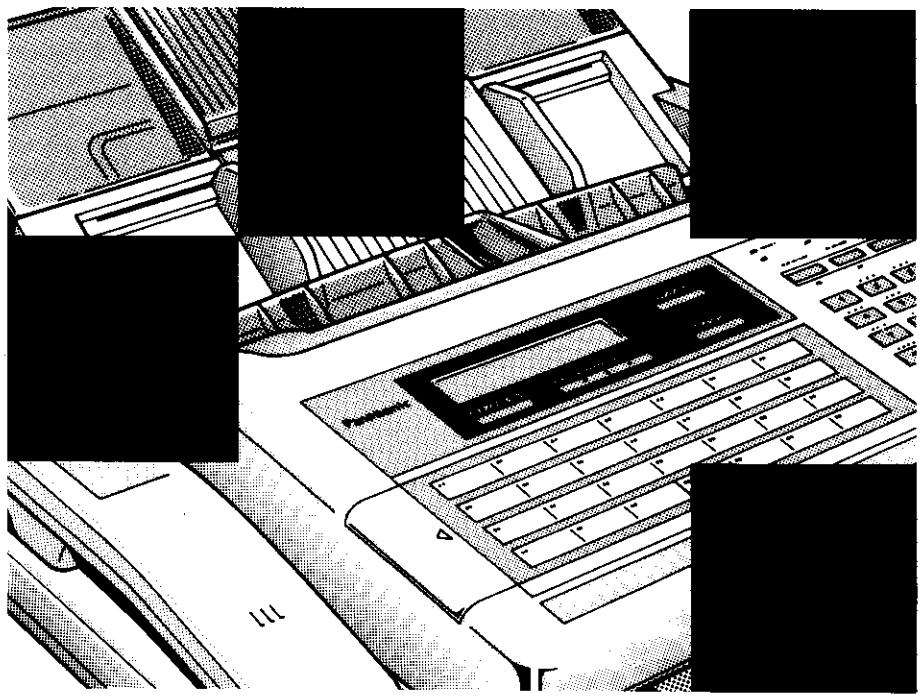
Sample Power Failure Report

```
**********- POWER FAILURE REPORT -**********DATE 15-AUG-1990*******TIME 15:20*******P.1***

        POWER FAILURE OCCURED

                  (4)
        FROM      15-AUG 1990 18:00
                  (5)
        TO        05-SEP 1990 07:59

        FOLLOWING FILE(S) HAS BEEN LOST.

              (6)
              FILE NO. = 018
              (7)
              FILE TYPE          (8)          (9)          (10)
              DEFERRED XMT       CREATED      TIMER        PAGE(S)
              (11)               15-AUG 15:00 15-AUG 23:00 014
              DESTINATION(S)     (12)         (13)
              [001]   LONDON     PRG.NO.      PROGRAM NAME

                                                  (14)
                                              - PANAFAX HQ -

**********************************************************- PANAFAX -*****- 44 71 111 1234*****
```

Explanation

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Power failure date and time: Day-Month-Year Hour:Minute
(5) Power return date and time: Day-Month-Year Hour:Minute
(6) File number: 001 to 999
(7) Type of file: Type of stored files
(8) Stored time: Day-Month Hour:Minute
(9) Executing time: Day-Month Hour:Minute
(10) Number of stored document
(11) Destination: ABBR. No./One-Touch No. and station name. "☎" indicates direct dialing.
(12) Program Key No.: [P1] to [P4]
(13) Program name
(14) LOGO: Up to 25 characters
(15) ID Number: Up to 20 digits
(16) Character ID: Up to 16 characters

5.
PROBLEM SOLVING



5-1. PROBLEM SOLVING

If You Have Any of These Problems

1. During Transmission
   - a) No dial tone — see page 5-10
   - b) Document feeding trouble
     - i) Loading document(s) — see page 3-1
     - ii) Document misfeeding — see page 5-8
   - c) Document jam — see page 5-5
   - d) XMT copy quality is abnormal
     - i) All black copy — see page 5-6
     - ii) Copy with black line(s) — see page 5-6
     - iii) All blank copy — see Note 1
   - e) Communication trouble — see Note 2
   - f) Verification stamp trouble
     - i) ⊗ mark is too light — see page 5-9
2. During Receiving
   - a) No Automatic receive
     - i) "MANUAL RCV" on display — see page 3-16
     - ii) Telephone not ringing — see page 5-10
   - b) No recording paper — see page 2-5
   - c) Recording paper jam — see page 5-4
   - d) RCV copy quality is abnormal
     - i) Black or black streaks — see Note 3
     - ii) Blank or blank streaks — see page 5-7
   - e) Communication trouble — see Note 2
3. No unit operation
   - a) No power — see page 2-8
   - b) "ADF/RCV COVER OPEN" is displayed — see page 5-2 (Code 060 or 061)

Information Codes

When something unusual occurs, the display may show one of the information codes below. These will help you fix the problem.

Information code	Meaning	Action
001 002	Recording paper jam.	Remove jammed paper. (See page 5-4)
004	Recording paper jam.	Remove jammed paper and reset cutter position. (See page 5-4)
010	No recording paper or recording paper not set properly.	Reload recording paper. (See page 2-5)
020	Thermal Recording Head temperature is too high.	Open the receiving unit for a few minutes to permit cooling.
030	Document misfeeding.	1. Reload the document properly. (See page 3-1) 2. Remove document jam. (See page 5-5) 3. Adjust ADF (See page 5-5)

NOTE

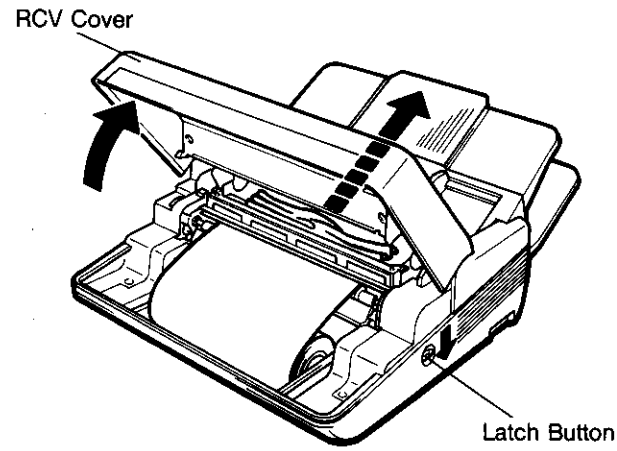
1. *Make sure the document is set face down. If it is correct, report to service personnel.*
2. *Check with the other party or try again.*
3. *Check own copy quality. If it is abnormal, report to service personnel. If it is normal, report to other party.*

Information code	Meaning	Action
031	Document paper is too long or jammed. Document length exceeds 78.8 inches (2 meter).	1. Reload the document properly. (See page 3-1) 2. Remove document jam. (See page 5-5)
060 061	Cover is open or cover opened during communication.	Close the ADF Cover and RCV Cover.
400 464	During initial handshake, receiving station did not respond or communication error occurred.	1. Check with the other party. 2. Reload the document and send again.
402 404 405 432	During initial handshake, communication error occurred.	Reload the document and send again.
403	No polling capability at the remote side.	Ask remote side to set "POLLED = ON".
407 468 469	No confirmation from the receiving station for the previous page sent.	Wait a few minutes and send again.
408 409	Remote side confirmation of previous page is illegible.	Wait a few minutes and transmit again.
410	Invalid command received.	
411 414	Polling password does not match.	Check polling password.
412	No data from the transmitting side.	Check with the other party.
415	Polling transmission error.	Check polling password.
416 417 418 419 436 490	Received data has too many errors.	Check with the other party.
420	Machine goes to receiving mode, but no command from the transmitting side.	1. Remote side misdial. 2. Check with the other party.
422 427	Interface is incompatible.	Check with the other party.
430 434 459 492 493 494 552 553 554 555	Communication error occurred, while receiving.	Check with the other party.

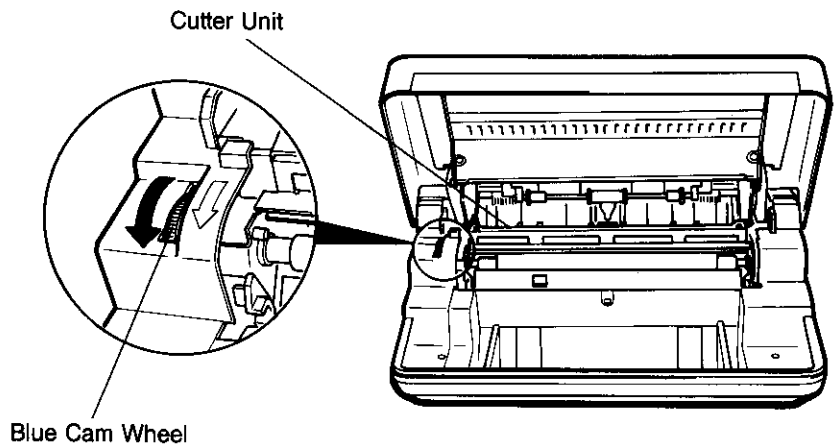
Information code	Meaning	Action
451 458 495 550	Telephone line disconnected.	Check with the other party.
457	Transmission failed. Remote unit does not have Relayed Transmission and Confidential Communication capability.	Check with the other party.
465 466 467 478 469	Group 2 transmission mode error.	1. Reload the document and send again. 2. Check with the other party.
473 474 476 478 479 480 481 483 485	Group 2 reception mode error.	Check with the other party.
540 541 542 543 544	Communication error occurred, while transmitting.	1. Reload the document and send again. 2. Check with the other party.
623	No document was on the ADF.	Reload the document and send again.
630 633	Redial was not successful due to a busy line or no response from the called station.	Reload the document and send again.
640	Command File deleted.	
870	Memory overflow.	When substitute reception is used, reload recording paper.

Clearing a Recording Paper Jam

If the recording paper becomes jammed in the machine, the display will show information code 001 or 002. To clear the jam, open the RCV Cover and remove the jammed recording paper as shown in the figure below. Then reset the recording paper following the loading procedure on page 2-5.



If you cannot remove the jammed recording paper easily, turn the Blue Cam Wheel in the arrow direction until it stops with a click. Then remove the paper.

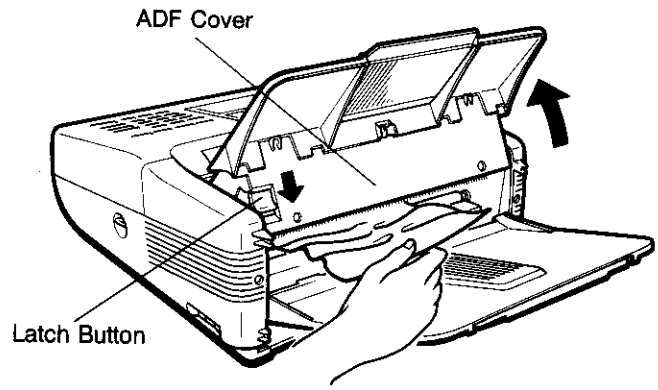


Clearing a Document Jam

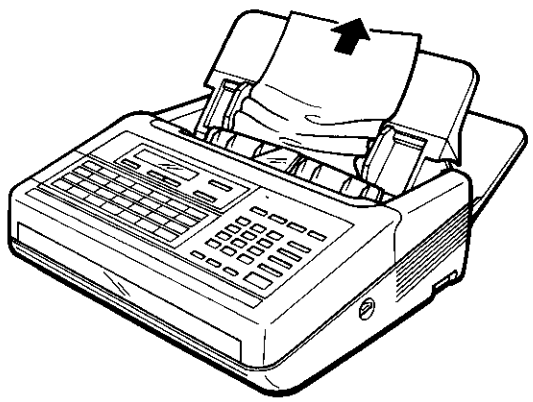
If a document becomes jammed in the machine, the display will show "DOCUMENT JAM" and information code 031.

To clear the jam, follow the procedure below.

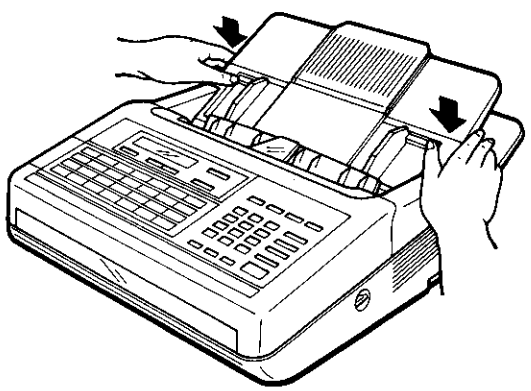
1 Push the Latch button on the back side of the Unit and open the ADF Cover.



2. Remove the jammed paper.



3. Close the ADF Cover.

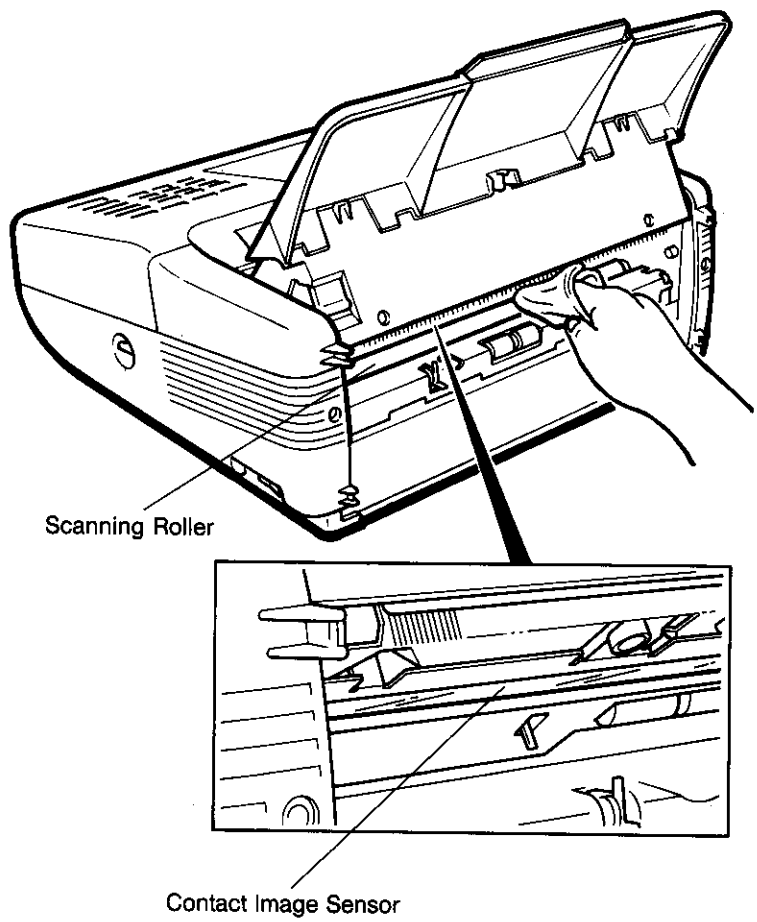


Cleaning the Contact Image Sensor and Scanning Roller

If the receiving party reports that the received documents were black, or contained black bands, try making a copy on your unit. If the copy is black or has black bands, the Contact Image Sensor unit or the Scanning Roller is probably dirty or defective and must be cleaned.

1 Remove the Document Return Tray. Open the ADF Cover.

2. Wipe the Contact Image Sensor and Scanning Roller gently with a soft cloth or wet gauze with ethyl alcohol. Be sure to use a clean cloth, the Contact Image Sensor can be easily scratched.

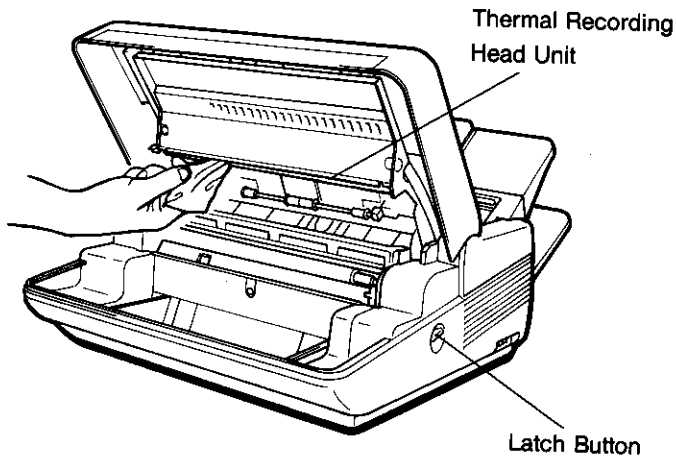


Cleaning the Thermal Recording Head

If the received documents were blank, check the recording paper is set correctly. (see page 2-5)
If the received documents were contained blank bands, the thermal recording head is probably dirty and must be cleaned.

To clean the thermal recording head,

1. Open the RCV Cover by pressing down on the latch button on the right side panel.

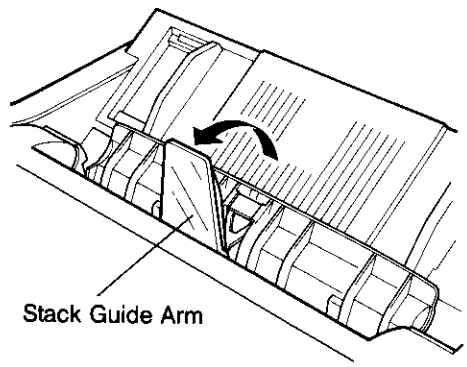


2. Wipe the surface of the thermal head unit gently with a soft cloth or gauze soaked with ethyl alcohol. Be sure to use a clean cloth since the thermal head can be easily scratched.

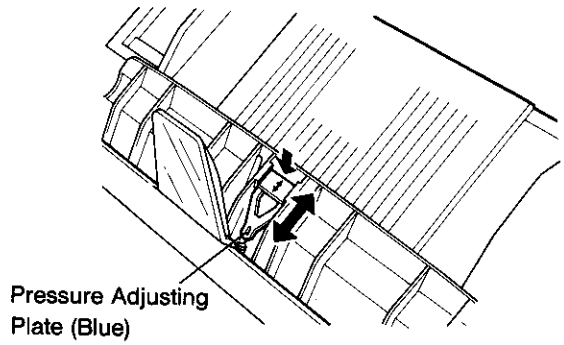
Adjusting the Automatic Document Feeder (ADF)

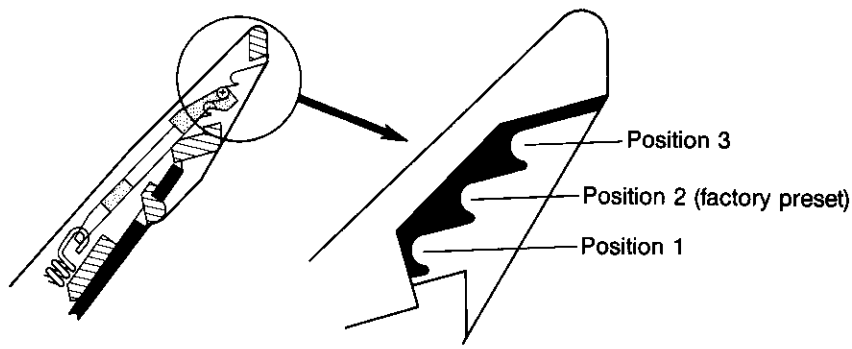
If misfeeding of a document occurs frequently, we suggest you adjust the ADF following the procedure below.

1. Raise the Stack Guide Arm.



2. Adjust the Pressure Adjusting Plate (Blue).





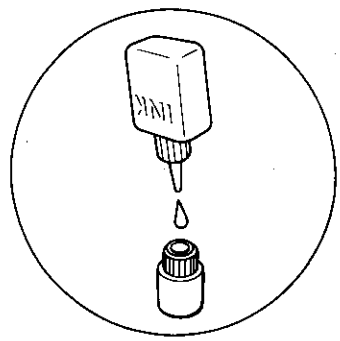
Position 3	To prevent multiple feed trouble
Position 2	Standard Position
Position 1	To prevent no feed trouble

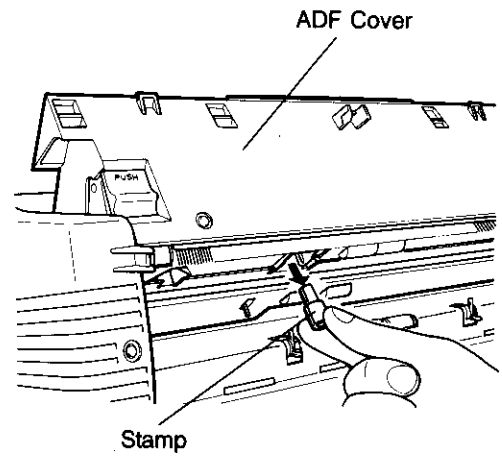
Refilling or Replacing the Verification Stamp

The verification stamp contains ink. When the stamp appears faded or hard to read, the stamp should be refilled with ink or replaced.

1. Remove the Document Return Tray. Open the ADF Cover.

2. (a) To refill the stamp with ink, remove the Verification Stamp, and refill the stamp by placing a few drops of specified ink into it. Make sure that ink does not spill from the stamp when it is turned over. Then reset the stamp unit.





(b) To replace the stamp, remove the Verification Stamp, and replace the stamp with a new one.

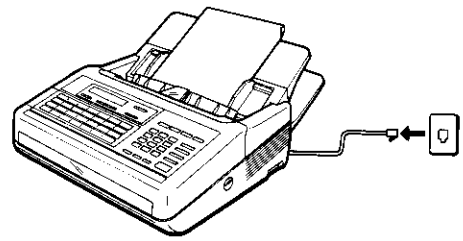
3. After the stamp unit has been refilled or replaced, close the ADF Cover.

NOTE

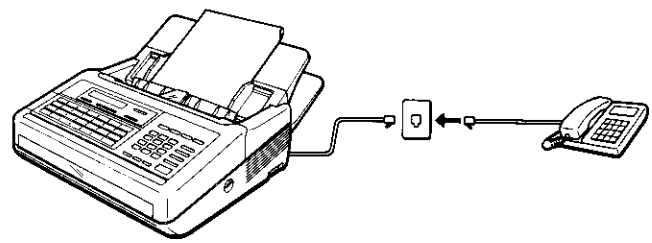
1. *Stamp ink refills can be purchased from a stationary store. Use Shachihata ⊗ Stamper Ink or its equivalent.*

Checking the Telephone Line

1. When you do not hear a dial tone through the machine handset.
   a. Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.

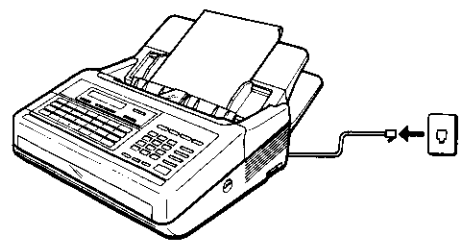


   b. Plug a regular telephone into the telephone jack that was supplied by the telephone company.

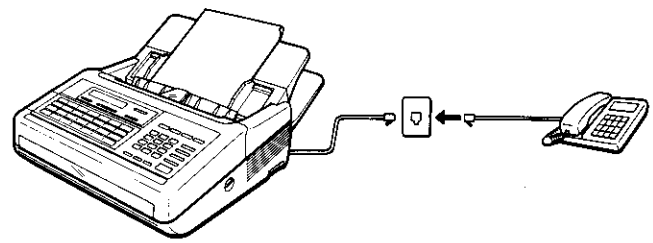


   c. Check for dial tone through the handset. If there is still no dial tone, report it to your local telephone company.

2. When the telephone does not ring. (No automatic receive)
   a. Unplug the Telephone Line Cord from the telephone jack that was supplied by the telephone company.

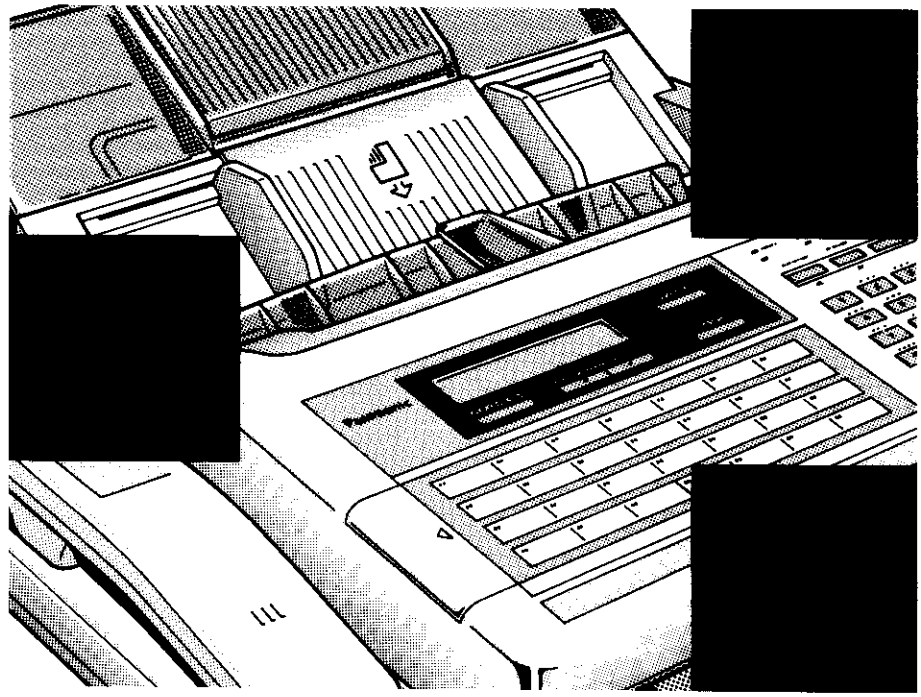


   b. Plug a regular Telephone into the telephone jack that was supplied by the telephone company.



   c. Call from another telephone to this number. If the telephone does not ring, report it to your local telephone company.

6.
APPENDIX



SPECIAL COMMUNICATIONS
SPECIFICATIONS
INDEX

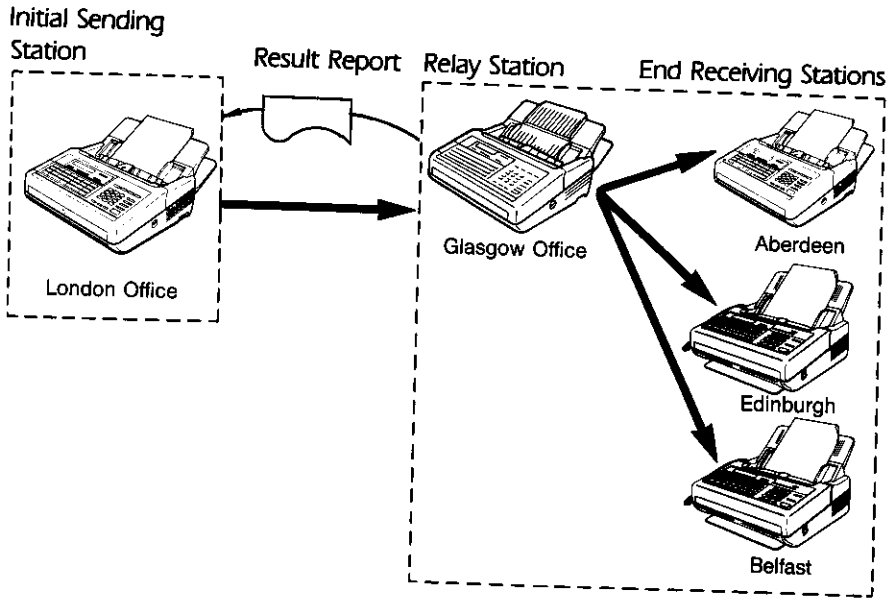
6-1. RELAYED TRANSMISSION

General Description

Relayed Transmission is a feature which can save you time and transmission costs if you need to send the same document to several facsimile stations at the same time. This is especially true if the transmissions are long distance.

To use Relayed Transmission, you must be part of a "Relay Network" built around a "Relay Station." That is, when you send a document by Relayed Transmission, you actually send it to a Relay Station together with instructions to relay it to one or more end receiving station(s). The Relay Station first receives the document in its memory and then relays it to the end receiving station(s).

Example:



NOTE

1. *The number of end receiving stations that can be reached by a Relay Transmission is limited by the memory capacity of the initial sending machine; i.e., your machine cannot make a Relay Transmission to more than 227 end receiving stations.*

UF-650 Compatibility with Other Machines

Table 1 shows the kinds of facsimile machines which can make up a Relay Network used for Relayed Transmission. Note that the UF-650 can serve as an Initial Sending Station, Relay Station and/or End Receiving Station.

Table 1 Relay Network Compatibility Requirements

Station	Compatible Model	Special Settings
Initial Sending Station	UF-150 UF-160 UF-250 UF-260 UF-620 UF-640 UF-650 UF-750	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640 UF-650	
End Receiving Station	CCITT G3/G2 compatible machines	Not required.

Relay Network

A Relay Network is basically a group of facsimiles programmed to communicate with each other via a Relay Station. In this case, the word programmed means that certain numbers have been stored in the memory of each machine. These numbers, also called parameters, are needed to identify the machines in the network.

Since the UF-650 can serve as an Initial Sending Station, Relay Station and/or End Receiving Station in a Relay Network, it is assumed that you will not have to establish the network yourself. All you have to do is follow the setting up procedure described here, and certain instructions provided by the network organizer (usually the person controlling the Relay Station). You should know, however, what kind of network you are going to connect to, and how it works. Two sample networks are shown in Figures 1 and 2.

Figure 1 shows a sample network as seen from New York, London and Singapore are Relay Stations connected to New York. Viewed from New York, Stockholm, Geneva, Rome, Tokyo, Hong Kong, Sydney and Wellington are End Receiving Stations.

With this simple network using two Relay Stations, you can send a document with one operation to any combination of stations in the network via the London Relay Station and/or Singapore Relay Station. If New York only transmits to one station, for example, then the document will go directly to the station or indirectly via the Relay Station depending on the One Station XMT parameter you preset.

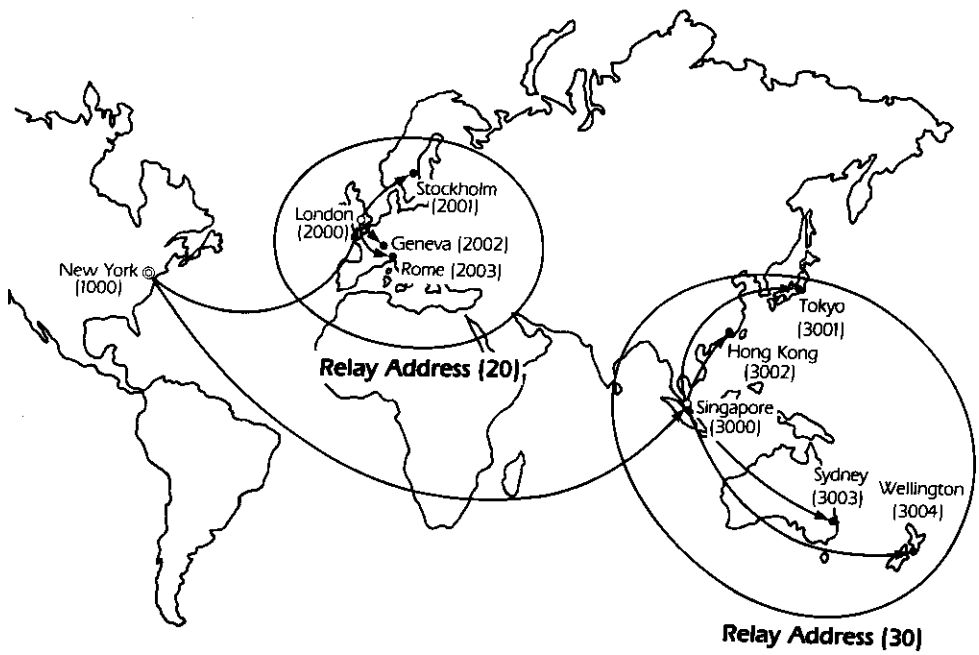


Figure 1 Sample Network A

Tables 2, 3 and 4 are sample setting for Network A.

Table 2 Sample Parameter and One-Touch Dialing Number Table for New York

Model: UF-650 Telephone Number: 212 111 1234
Network Address: 1000 Relay Address: 10

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station Relay
<01>	London	001 44 71 111 1234	20	YES	2000	No
<02>	Stocholm	001 46 8 111 1234	20	NO	2001	No
<03>	Geneva	001 41 22 111 1234	20	NO	2002	No
<04>	Rome	001 39 6 111 1234	20	NO	2003	No
<05>	Singapore	001 65 111 1234	30	YES	3000	No
<06>	Tokyo	001 81 3 111 1234	30	NO	3001	No
<07>	Hong Kong	001 852 4 111 1234	30	NO	3002	No
<08>	Sydney	001 61 2 111 1234	30	NO	3003	No
<09>	Wellington	001 64 4 111 1234	30	NO	3004	No

Table 3 Sample Parameter and One-Touch Dialing Number Table for London

Model: UF-650 Telephone Number: 71 111 1234
Network Address: 2000 Relay Address: 20

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station Relay
<01>	New York	001 1 212 111 1234	10	NO	1000	No
<02>	Stocholm	001 46 8 111 1234	20	NO	2001	No
<03>	Geneva	001 41 22 111 1234	20	NO	2002	No
<04>	Rome	001 39 6 111 1234	20	NO	2003	No
<05>	Singapore	001 65 111 1234	30	YES	3000	No
<06>	Tokyo	001 81 3 111 1234	30	NO	3001	No
<07>	Hong Kong	001 852 4 111 1234	30	NO	3002	No
<08>	Sydney	001 61 2 111 1234	30	NO	3003	No
<09>	Wellington	001 64 4 111 1234	30	NO	3004	No

Table 4 Sample Parameter and One-Touch Dialing Number Table for Singapore

Model: UF-650 Telephone Number: 65 111 1234
Network Address: 3000 Relay Address: 30

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station Relay
<01>	New York	001 1 212 111 1234	10	NO	1000	No
<02>	Stocholm	001 46 8 111 1234	20	NO	2001	No
<03>	Geneva	001 41 22 111 1234	20	NO	2002	No
<04>	Rome	001 39 6 111 1234	20	NO	2003	No
<05>	London	001 44 71 111 1234	20	YES	2000	No
<06>	Tokyo	001 81 3 111 1234	30	NO	3001	No
<07>	Hong Kong	001 852 4 111 1234	30	NO	3002	No
<08>	Sydney	001 61 2 111 1234	30	NO	3003	No
<09>	Wellington	001 64 4 111 1234	30	NO	3004	No

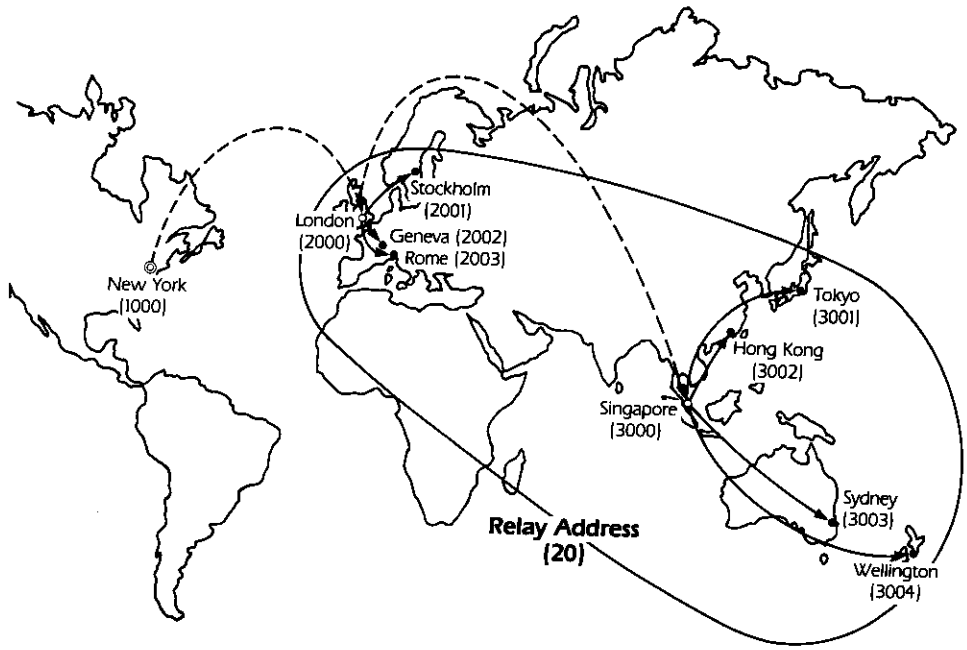


Figure 2 Sample Network B

Figure 2 shows Sample Network B as seen from New York. London and Singapore are both Relay Stations which are connected with New York in series. Viewed from New York, the Singapore Relay Station is an End Receiving Station like the other stations. This is a more complex network configuration using two Relay Stations in which you may still send a document with one operation to any combination of stations via the main Relay Station in Birmingham.

However, in this case the End Receiving Stations, Tokyo, Hong Kong, Sydney and Wellington will be served via the Singapore Relay Station. It should be noted that the two Relay Stations will only be used when the Initial Sending Station in New York Specifies more than one End Receiving Station off the second Relay Station. If only one End Receiving Station is specified, then this will automatically be included in the broadcast via the first Relay Station. More than one Relay Network may be configured within these constraints.

Tables 5, 6 and 7 are sample setting for Network B.

Table 5 Sample Parameter and One-Touch Dialing Number Table for New York

Model: UF-650 Telephone Number: 212 111 1234
Network Address: 1000 Relay Address: 10

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station Relay
<01>	London	001 44 71 111 1234	20	YES	2000	No
<02>	Stocholm	001 46 8 111 1234	20	NO	2001	No
<03>	Geneva	001 41 22 111 1234	20	NO	2002	No
<04>	Rome	001 39 6 111 1234	20	NO	2003	No
<05>	Singapore	001 65 111 1234	20	NO	3000	No
<06>	Tokyo	001 81 3 111 1234	20	NO	3001	No
<07>	Hong Kong	001 852 4 111 1234	20	NO	3002	No
<08>	Sydney	001 61 2 111 1234	20	NO	3003	No
<09>	Wellington	001 64 4 111 1234	20	NO	3004	No

Table 6 Sample Parameter and One-Touch Dialing Number Table for London

Model: UF-650 Telephone Number: 71 111 1234
Network Address: 2000 Relay Address: 20

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station Relay
<01>	New York	001 1 212 111 1234	10	NO	1000	No
<02>	Stocholm	001 46 8 111 1234	20	NO	2001	No
<03>	Geneva	001 41 22 111 1234	20	NO	2002	No
<04>	Rome	001 39 6 111 1234	20	NO	2003	No
<05>	Singapore	001 65 111 1234	30	YES	3000	No
<06>	Tokyo	001 81 3 111 1234	30	NO	3001	No
<07>	Hong Kong	001 852 4 111 1234	30	NO	3002	No
<08>	Sydney	001 61 2 111 1234	30	NO	3003	No
<09>	Wellington	001 64 4 111 1234	30	NO	3004	No

Table 7 Sample Parameter and One-Touch Dialing Number Table for Singapore

Model: UF-650 Telephone Number: 65 111 1234
Network Address: 3000 Relay Address: 30

One-Touch/ ABBR No.	Station Name	Telephone Number	Relay Address	Relay Station YES/NO	Network Address	One Station Relay
<01>	New York	001 1 212 111 1234	10	NO	1000	No
<02>	Stocholm	001 46 8 111 1234	20	NO	2001	No
<03>	Geneva	001 41 22 111 1234	20	NO	2002	No
<04>	Rome	001 39 6 111 1234	20	NO	2003	No
<05>	London	001 44 71 111 1234	20	YES	2000	No
<06>	Tokyo	001 81 3 111 1234	30	NO	3001	No
<07>	Hong Kong	001 852 4 111 1234	30	NO	3002	No
<08>	Sydney	001 61 2 111 1234	30	NO	3003	No
<09>	Wellington	001 64 4 111 1234	30	NO	3004	No

Setting Up Your Machine for Relayed Transmission

To set up your machine for Relayed Transmission, use the procedures on the following pages to set the parameters listed below. Some parameters (e.g., Relayed XMT Fax parameter) are only set once, but others must be set separately for each station in the Relay Network.

1. Relayed XMT Fax parameter:
This switches the Relayed XMT function Valid or Invalid.

2. Own Telephone Number:
The full telephone number to which the fax machine is connected should be entered.

3. Own Network Address:
The four-digit Own Network Address should be entered for Relay Station send back Result Report.

4. Own Relay Address:
The two-digit Own Relay Address should be entered.

5. Network Password:
A four-digit number which prevents unauthorized (outside) stations from accessing the Relay Station and using its memory. Every Relay requesting and Relay stations in the network should set the same Network Password.

6. One-Touch/ABBR Numbers:
The One-touch or ABBR number you set must represent the fax number of a particular station in the network as seen from your station.

1) Network Address:
End Receiving station telephone numbers set in an Initial Sending station may be different from the numbers set in a Relay Station. To send a fax to an End Receiving station via a Relay Station each station in the network must be identified with a certain code which does not vary depending on where you call from. The code is the Network Address, which consists of a four-digit number and is assigned to a One-Touch/ABBR number.

2) Relay Address:
A two-digit number which identifies the Relay Station your machine will use. Your machine may be connected to more than one Relay Station in parallel, but when you use Relayed XMT your machine will only send documents to the Relay Station identified by the Relay Address.

3) Relay Station Parameter (Yes/No):
Set "Yes" if the particular station you are recording is a Relay Station. If you are connected to more than one Relay Station in series, set "YES" only for the first Relay station.

4) One Station Relay XMT (Yes/No) Parameter:
If you send a document to only one End Receiving Station, you can set your machine to transmit directly to that station, without going through the Relay Station, by selecting "No". Set "Yes" if you always want to go through the Relay Station.

To set the Relayed XMT Fax Parameters;

1. FUNCTION and 7

```
SET MODE          (1-5)
1:USER PARAMETERS
```

2. 4

```
SET MODE          (1-5)
4:FAX PARAMETERS
```

3. SET

```
FAX PARAMETER (01-34)
01 RESOLUTION
```

4. Enter fax parameter number 26.

2 6

```
FAX PARAMETER (01-34)
26 RELAY XMT REQUEST
```

5. SET

```
26 RELAY XMT REQUEST
1:INVALID         (1-2)
```

6. Enter setting number 2.

2

```
26 RELAY XMT REQUEST
2:VALID
```

7. SET

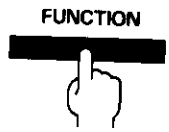
```
FAX PARAMETER (01-34)
27 CONFIDENTIAL FAX
```

8. To return to standby,

STOP

```
15-AUG-1990 15:00
                  00%
```

To set your own Relay Address, your own Telephone Number, your own Network Address, and the Network Password:

1 

and


```
SET MODE          (1-5)
1:USER PARAMETERS
```

2


```
SET MODE          (1-5)
5:RELAY & CONF.COMM.
```

3


```
OWN TELEPHONE NO.
■
```

Enter your facsimile telephone number (max. 36 digits).
Ex: 1 212 111 1234

```
OWN TELEPHONE NO.
12121111234■
```

4


```
OWN NETWORK ADDRESS
■■■■
```

Enter your Network Address (four-digit).
Ex: 1000

```
OWN NETWORK ADDRESS
1000
```

5


```
OWN RELAY ADDRESS
■■
```

Enter the Relay Address (two-digit).
Ex: 10

```
OWN RELAY ADDRESS
10
```

6


```
NETWORK PASSWORD
■■■■
```

7 *Enter the Network Password (four-digit).*
Ex: 9999

```
NETWORK PASSWORD
9999
```

8


```
OWN TELEPHONE NO.
12121111234
```

9 To return to standby,

STOP

```
15-AUG-1990 15:00
                  00%
```

To set a One-Touch/ABBR. Dialling Number, Network Address, Relay Station Parameter (YES/NO), Relay Address and One Station Relay (YES/NO) parameter;

1 FUNCTION

and 7

```
SET MODE          (1-5)
1:USER PARAMETERS
```

2 2

```
SET MODE          (1-5)
2:ONE-TCH/ABBR.NOS.
```

3 SET

```
ONE-TOUCH/ABBR.   ■
```

6

4 Press a One-Touch key or **ABBR** and three-digit code.
Ex: One-Touch key **01**

```
ONE-TOUCH<01>     TEL.
■
```

Enter called station's number.
Ex: 3 1 2 SPACE 1 1 1 SPACE 1 2 3 4

```
ONE-TOUCH<01>     TEL.
312 111 1234■
```

5 SET

```
ONE-TOUCH<01>     NAME
■
```

Enter called station's name.
Ex: PANASONIC

```
ONE-TOUCH<01>     NAME
PANASONIC■
```

6 SET

```
ONE-TOUCH<01>
NETWORK ADDRESS=■■■■
```

Enter four-digit Network Address
Ex: 2000

```
ONE-TOUCH<01>
NETWORK ADDRESS=2000
```

7 SET

ONE-TOUCH<01>
RELAY ADDRESS =■■

Enter two-digit Relay Address.
Ex: 2 0

ONE-TOUCH<01>
RELAY ADDRESS =20

8 SET

ONE-TOUCH<01> NO.=2
RELAY STN? 1:Y 2:N

9 If the recorded station is the First Relay Station, press **1**.
If not, press **2**.
Ex: 1

ONE-TOUCH<01> NO.=1
RELAY STN? 1:Y 2:N

10 SET

ONE-TOUCH[01] NO.=2
1-STN RELAY? 1:Y 2:N

If the station you have just recorded will be used for one-station transmission, you can preset the transmission route.
1: For transmission via the Relay Station
2: For direct transmission
EX: 1

ONE-TOUCH<01> NO.=1
1-STN RELAY? 1:Y 2:N

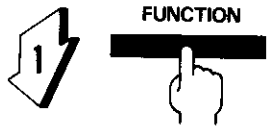
11 SET

ONE-TOUCH/ABBR. ■

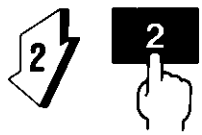
Repeat steps 4 through 10 to enter the numbers for other stations, or return to standby by pressing **STOP**.

Printout One-Touch/ABBR. NO./Dir. Search List

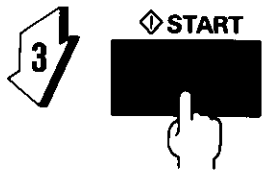
To printout a One-Touch/ABBR. NO./Dir. Search List;

1. 

   PRINT OUT (1-6)
   1:JOURNAL

2. 

   PRINT OUT (1-6)
   2:ONE-TCH/ABBR.LIST

3. 

   1:ONE-TOUCH 2:ABBR.
   3:DIR.SEARCH

4. Enter number you want to printout.
   Ex. 1

   * PRINTING *
   ONE-TOUCH LIST

Sample One-Touch List

```
**********- ONE TOUCH LIST -**********(1)**********DATE 15-AUG-1990****TIME 13:00*****P.1***
                                                                    (2)        (3)

(6)          (5)                (7)                    (8)     (9)     (10)     (11)
ONE-TOUCH    NAME               TELEPHONE NUMBER       NTWK    RELAY   RELAY    ONE STN
                                                       ADDR.   STN     ADDR.    RELAY

<01>         LONDON             001 44 71 111 1234     2000    YES     20
<02>         STOCKHOLM          001 46 8 111 1234      2001            20
<03>         GENEVA             001 41 22 111 1234     2002            20
<04>         ROME               001 39 6 111 1234      2003            20

                NO. OF STATIONS = 4                                (12)
            OWN TELEPHONE NO. = 001 1 212 111 1234                 (13)
        OWN NETWORK ADDRESS = 1000                                 (14)
            OWN RELAY ADDRESS = 10                                 (15)
            NETWORK PASSWORD = 9999                                (16)

                                                                   (17)
                                                            - UF-650 FAX -

**********(19)**********- UF-650 -*****-(18)- 212 111 1234 -**********
```

Sample ABBR. No. List

```
**********ABBR. NO. LIST**********(1)**********DATE 15-AUG-1990****TIME 13:00*****P.1***
                                                                    (2)        (3)

(6)          (5)                (7)                    (8)     (9)     (10)     (11)
ABBR. NO.    NAME               TELEPHONE NUMBER       NTWK    RELAY   RELAY    ONE STN
                                                       ADDR.   STN     ADDR.    RELAY

[001]        SINGAPORE          001 65 111 1234        3000    YES     30
[002]        TOKYO              001 81 3 111 1234      3001            30
[003]        HONG KONG          001 852 4 111 1234     3002            30
[004]        SYDNEY             001 61 2 111 1234      3003            30
[005]        WELLINGTON         001 64 4 111 1234      3004            30

                NO. OF STATIONS = 5                                (12)
            OWN TELEPHONE NO. = 001 1 212 111 1234                 (13)
        OWN NETWORK ADDRESS = 1000                                 (14)
            OWN RELAY ADDRESS = 10                                 (15)
            NETWORK PASSWORD = 9999                                (16)

                                                                   (17)
                                                            - UF-650 FAX -

**********(19)**********- UF-650 -*****-(18)- 212 111 1234 -**********
```

Sample Directory Search List

```
**********- DIRECTORY SEARCH LIST -**********(1)DATE 15-AUG-1990****(2)TIME 13:00*****(3)P.1**
```

(4)	(5) NAME	(6) ABBR.NO./ ONE-TOUCH	(7) TELEPHONE NUMBER	(8) NTWK ADDR.	(9) RELAY STN	(10) RELAY ADDR.	(11) ONE STN RELAY
[G]	GENEVA	<03>	001 41 22 111 1234	2002		20	
[H]	HONG KONG	[003]	001 852 5 111 1234	3002		30	
[L]	LONDON	<01>	001 44 71 111 1234	2000	YES	20	
[R]	ROME	<04>	001 39 6 111 1234	3000		20	
[S]	SINGAPORE	[001]	001 65 111 1234	3000	YES	30	
	STOCKHOLM	<02>	001 46 8 111 1234	2001		20	
	SYDNEY	[004]	001 61 2 111 1234	3003		30	
[T]	TOKYO	[002]	001 81 3 111 1234	3001		30	
[W]	WELLINGTON	[005]	001 64 4 111 1234	3001		30	

```
                NO. OF STATIONS = 9                          (12)
      OWN TELEPHONE NO. = 011 1 212 111 1234                 (13)
OWN NETWORK ADDRESS = 1000                                   (14)
      OWN RELAY ADDRESS = 10                                 (15)
      NETWORK PASSWORD = 9999                                (16)

                                                             (17)
                                                        - UF-650 FAX -

                                                   (19)              (18)
**********************************************************- UF-650 -*****- 212 111 1234 -**********
```

Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) The first letter of station name recored in the machine.
(5) Station name recorded in the machine: Up to 15 characters
(6) Abbreviated number or One-Touch number
(7) Telephone number recorded in the machine: Up to 36 digits
(8) Network Address
(9) Relay Station: Yes/No
(10) Relay Address
(11) One station XMT
(12) Number of recorded ABBR. and One-Touch numbers
(13) Own telephone number
(14) Own Network Address
(15) Own Relay Address
(16) Network Password
(17) LOGO: Up to 25 characters
(18) ID Number: Up to 20 digits
(19) Character ID.: Up to 16 characters

Sending Document by Relayed Transmission

Once you have recorded all the necessary parameters in your machine in accordance with the Relay Network you belong to, you can send a document to two or more stations in the network system, automatically, using the procedure below. The operation is the same as Multistation Transmission.

1. Place documents face down on the ADF. Adjust the left and right Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. Dial by pressing any combination of One-Touch Key or **ABBR** and three-digit code.

   Ex: One-Touch Key **02** and **03**

```
ONE-TOUCH      STNS=001
<02> (Station name)
```

```
ONE-TOUCH      STNS=002
<03> (Station name)
```

3. ◇START

```
* STORE *          NO.015
  PAGES=001          05%
```

Your machine will store the document into memory then dial the Relay Station automatically.

```
* DIALLING *
<01> (Station name)
```

After the transmission ends, your machine prints out a RELAY COMM. JOURNAL automatically and returns to standby.

```
* PRINTING *
COMM. JOURNAL
```

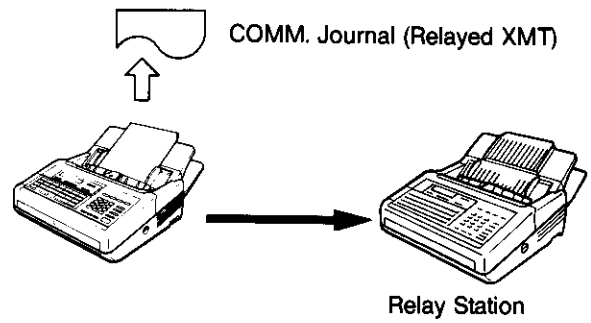
```
15-AUG-1990 15:00
                    00%
```

After the Relay Station finishes its transmission to the end receiving stations, your machine prints out a RELAY XMT RESULT report sent back by the Relay Station.

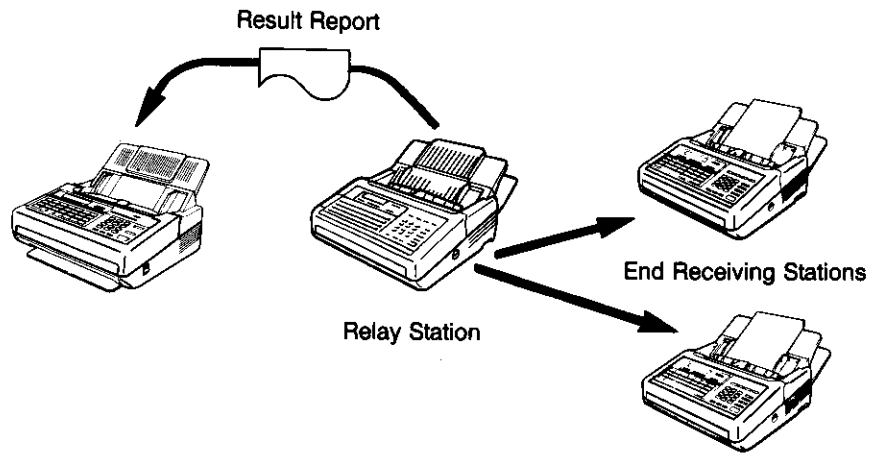
Printouts and Reports

When you use Relayed Transmission, your machine will print out the following two reports to help you check and keep track of your documents.

1. **COMM. Journal (Relayed XMT)**
   When your machine finishes transmitting to the Relay Station, it will print out a COMM. Journal (Relayed XMT) telling you what it did and whether it was successful or not.



2. **Result Report**
   When the Relay Station finishes transmitting the document it received from you to the end receiving station(s) in your network, and/or the Relay Station in another network, it will print out a RELAY XMT RESULT report telling you what it did and whether it was successful or not.



NOTE

1. *If you transmit via more than one Relay Station, you will receive a separate Result Report.*

Sample Relayed Transmission Report (COMM. JOURNAL)

```
**************************-COMM. JOURNAL-**********************DATE 15-AUG-1990****TIME 13:03*******P.1***
```

(1) (2) (3)

(4)
MODE = TRANSMISSION
FILE NO. = 015 (7)

(5)
START = 15-AUG 13:00

(6)
END = 15-AUG 13:03

(8) NO.	(9) COMMM.	(10) DESTINATION(S)	(11)	(12) PAGE(S)	(13) PRG. NO.	(14) PROGRAM NAME	(15) RLY STN
001	R-OK	<01>/2000	LONDON	003/003			<01>/2000
002	R-OK	<02>/2001	STOCKHOLM	003/003			<01>/2000
003	R-OK	<03>/2002	GENEVA	003/003			<01>/2000
004	R-OK	<04>/2003	ROME	003/003			<01>/2000

(16)
- UF-650 FAX -

```
**************************************************************************- UF-650 -*****- 212 111 1234 -******
```

(18) (17)

Explanation of Contents

(1) Printout date: Day-Month-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Indication of Transmission mode
(5) Starting time of transmission
(6) Ending time of transmission
(7) File Number: 001~999
(8) Communication number
(9) Communication result: "OK" indicates that the transmission was successful. "R-OK" indicates that the transmission to the Relay Station was successful. "INC" indicates that the transmission was incompleted.
(10) Abbreviated number, One-Touch number and Network Address
(11) Station name
(12) Number of pages transmitted
(13) Program number
(14) Program name
(15) Relay Station's Abbreviated number, One-Touch number and Network Address.
(16) LOGO: Up to 25 characters
(17) ID number: Up to 20 digits
(18) Character ID: Up to 16 characters

Sample Result Report (Relay XMT Result)

```
     (1)                          (2)                          (3)                          (4)
15-AUG-1990 13:25                 FROM LONDON                  TO NEW YORK                  P.001/001

                                                                    (5)          (6)          (7)
***************-RELAY REPORT-**********************************DATE 15-AUG-1990****TIME 13:25*******P.1***

  (8)
  MODE = RELAY TRANSMISSION

                                          (9)      (12)                  (13)
  REQUEST RCV'D TIME  = 15-AUG 13:03              START = 15-AUG 13:04  END = 15-AUG 13:25
  NUMBER OF PAGE(S)   = 003               (10)
  FILE NO. = 045                          (11)
             (14)
  **REQUESTING STATION**

  - NEW YORK -
  TELEPHONE NUMBER    = 011 1 212 111 1234
  NETWORK ADDRESS     = 1000

  (15)   (16)    (17)            (18)              (19)       (20)
  NO.    COMM.   DESTINATION(S)                    PAGE(S)    RLY STN

  001    OK      2000            LONDON            003/003
  002    OK      2001            STOCKHOLM         003/003
  003    OK      2002            GENEVA            003/003
  004    INC     2003            ROME              001/003

                                                        (21)
                                                  ** RELAY STATION **

                                                  TELEPHONE NUMBER  = 011 44 71 111 1234
                                                  RELAY ADDRESS     = 20
                                                  NETWORK ADDRESS   = 2000

                                                       (2)
                                                  - UF-650 FAX -

                                                                  (23)          (22)
*****************************************************************- PANAFAX -*****- 212 111 1234 -*****

                                                                                (24)
                                                                                TOTAL P.001
```

Explanation of Contents

(1) The time when the Relay station send this report.: Day/Month/Year Hour:Minute
(2) Relay Station's LOGO
(3) Initial sending station's name stored in Relay Station
(4) Page number: Number of pages sent/Total pages
(5) Transmitted date: Day/Month/Year
(6) Transmitted time
(7) Transmitted pages
(8) Function mode
(9) The time when the Relayed Faxes are accepted by the Relay Station
(10) Requested page number
(11) Relayed File No.
(12) The time when the Initial Sending Station transmitted Relay Faxes
(13) The time when the Relay Station sent back the Relay XMT Result to the Initial Sending Station
(14) Initial sending station's LOGO, Telephone number and Network Address
(15) Number of the End Receiving Station
(16) Communication result: "OK" indicates that the transmission was successful. "INC" indicates that the transmission was incomplete.
(17) Network Address/Relay Address
(18) Station name
(19) Page number: Number of pages sent/Total pages
(20) Relay Address/Network Address of second relay station
(21) Relay Station's LOGO, Telephone number and Network Address
(22) ID Number
(23) Character ID
(24) Number of total pages printed out

6-2. CONFIDENTIAL COMMUNICATION

General Description

This feature is a simple way to ensure that confidential information reaches the right person without anyone else seeing it. When you send a normal document, it is printed out immediately by the receiving machine and almost anyone who uses the machine might see the document. When you use the Confidential Communication feature, however, the document is stored in the memory of a designated machine where only a person with the right Confidential Code number can retrieve it.

Figure 1 illustrates the direct way of having another station poll a confidential document from your machine's memory using a four-digit Confidential Code number. To do so the other station must know in advance the Confidential Code and must has set the Polling Password shared with your station.

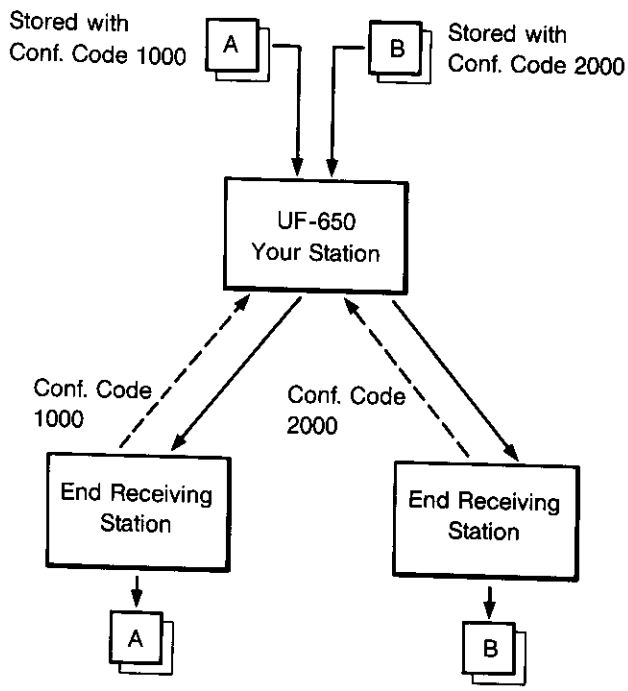


Figure 1 Local Storing Confidential Faxes

Figure 2 illustrates how a Confidential document can be sent via a Relay Station in a Relay Network. First the Initial Sending Station sends a confidential document to the Relay Station together with a Confidential Code. The document will then be stored in the Relay Station's memory until polled by an End Receiving Station or printed out at Relay Station. As in the case of Figure 1, the End Receiving Station must know the Confidential Code attached to the document and share the Polling Password with the Relay Station.

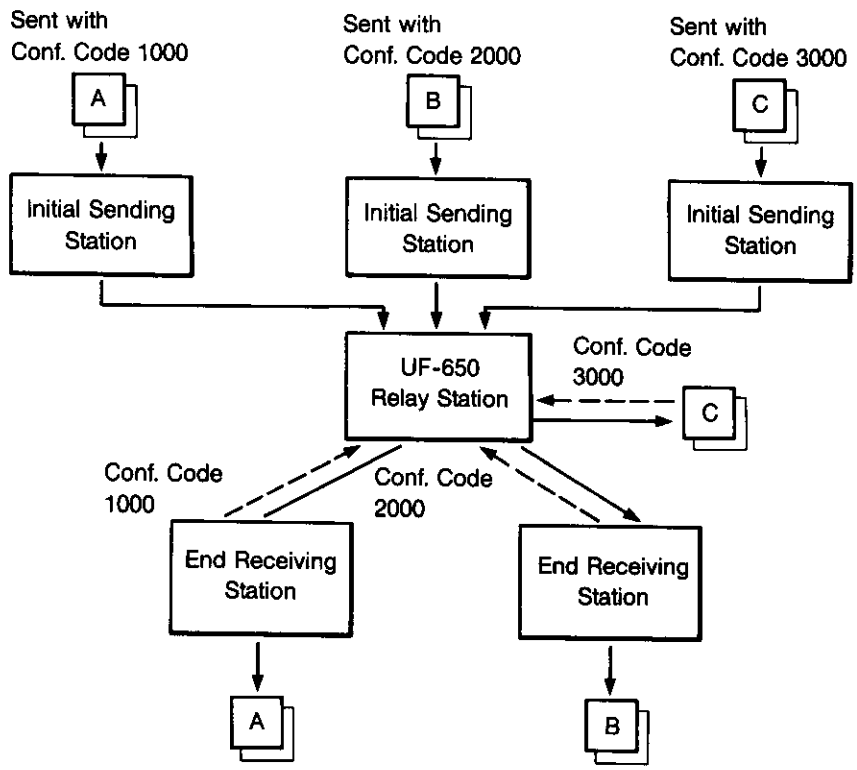


Figure 2 Sending Confidential Faxes via a Relay Station

If UF-650/620 is the Relay Station, more than one document can be stored in the same memory file using the same Confidential Code. That is, you can keep adding faxes to the file, just like putting mail in a mailbox, until the memory is full. If UF-640 is the Relay Station, you cannot add a fax to the file which has the same Confidential Code attached with a file already stored in the memory. Whichever station you use you can also create more than one file, each with a different Confidential Code.

Note also that once you have polled or printed out the confidential document from the Relay Station, the Relay Station is automatically erased from the memory. If you want to keep the document in the memory even after polling or printed out, you must change a Fax Parameter setting (see page 2-17). Once the new setting has been selected, the confidential document will remain in the memory until you manually delete it. That is, other stations can poll the document at different times using the same Confidential Code. However, you have to delete stored documents in the Relay Station eventually in order to make room for new documents.

UF-650 Compatibility with Other Machines

Table 1 shows the kinds of facsimile machines which can make up a Confidential Communication Network. Note that the UF-650 can serve as an Initial Sending Station, Relay Station and/or End Receiving Station.

Table 1 Confidential Communication Network Compatibility Requirements

Station	Compatible Model		Special Settings
Initial Sending Station	UF-150 UF-160 UF-250 UF-260	UF-620 UF-640 UF-650 UF-750	Required. Please refer to the individual User's Guides of each machine.
Relay Station	UF-620 UF-640 UF-650		
End Receiving Station	UF-150 UF-160 UF-250 UF-260	UF-620 UF-640 UF-650 UF-750	

Setting Up Your Machine for Confidential Communications

To use Confidential Communications you must first preset the Confidential Communication Fax Parameter described below. Then, every time you actually send a Confidential Document you must set a Confidential Code.

1. **Confidential Communications Fax Parameter:**
   This switches the Confidential Communications function Valid or Invalid.

2. **Own Telephone Number:**
   The full telephone number should be entered.

3. **Network Password and Polling Password:**
   You may use Network Password and Polling Password to prevent outside facsimile(s) from using the Confidential Communication network. The same password must be provided to all the machines inside the network.

4. **Confidential Code:**
   A four-digit code which you must assign to each Confidential Document you send. It identifies the Document when it is stored in the Relay Station. The receiving person must know the code in order to poll the fax from the Relay Station.

NOTE

1. *To set Polling Password, see page 4-1.*

To set the Confidential Communication Fax Parameter;

1. FUNCTION and 7

```
SET MODE (1-5)
1:USER PARAMETERS
```

2. 4

```
SET MODE (1-5)
4:FAX PARAMETERS
```

3. SET

```
FAX PARAMETER (01-34)
01 RESOLUTION
```

4. Enter fax parameter number 27.

2 7

```
FAX PARAMETER (01-34)
27 CONFIDENTIAL FAX
```

5. SET

```
27 CONFIDENTIAL FAX
1:INVALID (1-2)
```

6. Enter setting number 2.

2

```
27 CONFIDENTIAL FAX
2:VALID
```

7. SET

```
FAX PARAMETERS (01-34)
28 CONF.FILE SAVE
```

8. To return to standby,

STOP

```
15-AUG-1990 15:00
00%
```

To set your own Telephone Number and Network Password for confidential communication.

1. FUNCTION and 7

```
SET MODE (1-5)
1:USER PARAMETERS
```

2. 5

```
SET MODE (1-5)
5:RELAY & CONF.COMM.
```

3. SET

```
OWN TELEPHONE NO.
■
```

Enter your facsimile telephone number (max. 36 digits).
Ex: 1 212 111 1234

```
OWN TELEPHONE NO.
12121111234■
```

4. SET three times

```
NETWORK PASSWORD
■■■■
```

5. Enter the Network Password (four-digit).
Ex: 9999

```
NETWORK PASSWORD
9999
```

6. SET

```
OWN TELEPHONE NO.
12121111234
```

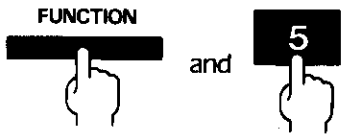
7. To return to standby
STOP

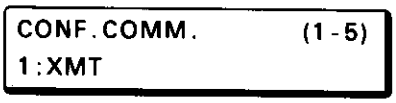
```
15-AUG-1990 15:00
00%
```

Storing Confidential Documents in Your Machine's Memory

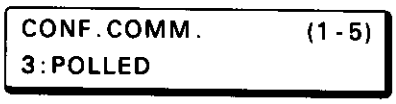
Use the following procedure to store a fax in a Confidential Mailbox in your machine (review Figure 1 on page 6-19). Once the Confidential fax is stored in your machine's memory, it can be polled by other machines.

1. Place the document face down on the ADF. Ajust left and right Document Guide.

2. 

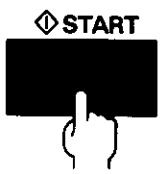


3.

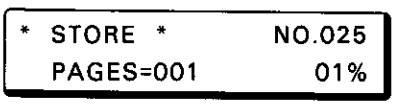


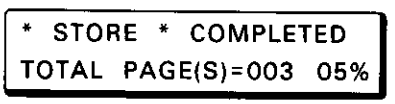
4.

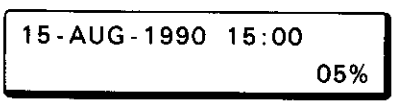
5. Enter Confidential Code (four-digit).
Ex: 1234

6. 

The machine will store the document.







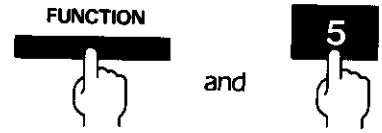
7. If necessary, inform the receiving party of the Confidential Fax and tell them the Confidential Code and the Relay Station you stored the document to.

Sending a Confidential Document to a Relay Station

1. Place the document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. FUNCTION and 5



```
CONF.COMM.          (1-5)
1:XMT
```

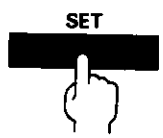
3. SET

```
CONF.XMT
     CONF.CODE=■■■■
```

4. Enter Confidential Code (four-digit).
   Ex: 2 2 3 3

```
CONF.XMT
     CONF.CODE=2233
```

5. SET

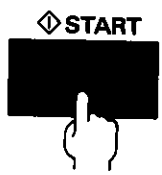


```
CONF.XMT
ENTER STATION
```

6. Enter the Relay Station's number by pressing a One-Touch key, **ABBR** and three-digit code, or a full number.
   Ex: One-Touch key **05**

```
ONE-TOUCH
<05> (Station name)
```

7. ◇START



```
* STORE *          NO.028
  PAGES=001          01%
```

```
* STORE * COMPLETED
TOTAL PAGE(S)=003  05%
```

```
* DIALLING *
<05> (Station name)
```

8. If necessary, inform the receiving party of the Confidential Fax and tell them the Confidential Code and the Relay Station you sent the document to.

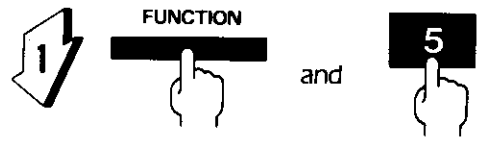
NOTE

1. *The Polled Conf. File will be erased automaticaly after polling once.*

Polling the Confidential Documents from a Relay Station

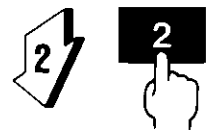
After you have been informed that someone has transmitted a Confidential Document to a Relay Station, you can retrieve the Confidential Document from the Relay Station's memory in the following way.

1. Press **FUNCTION** and **5**.



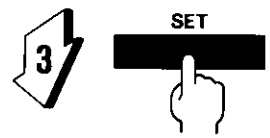
```
CONF.COMM.          (1-5)
1:XMT
```

2. Press **2**.



```
CONF.COMM.          (1-5)
2:POLLING
```

3. Press **SET**.

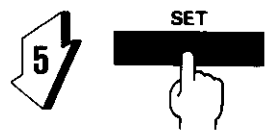


```
CONF.POLLING
      CONF.CODE=■■■■
```

4. Enter Confidential Code (four-digit).
   Ex: 2 2 3 3

```
CONF.POLLING
      CONF.CODE=2233
```

5. Press **SET**.

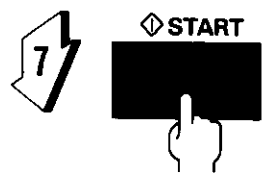


```
CONF.POLLING
ENTER STATION
```

6. Enter the Relay Station's number by pressing a One-Touch key, **ABBR** and three-digit code or a full number.
   Ex: One-Touch key **01**

```
ONE-TOUCH
<01> (Station name)
```

7. Press **◇START**.



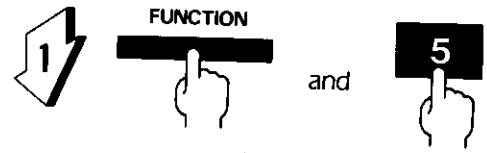
```
* STORE *          NO.115
```

The machine begins dialling the Relay Station and, when it answers, retrieves the confidential fax.

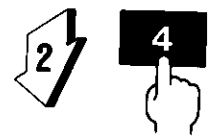
```
* DIALLING *
<01> (Station name)
```

Printing Out Confidential Documents Received in Your Machines Memory

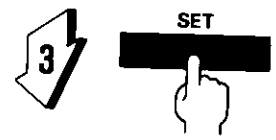
After you have been informed that someone has transmitted a Confidential Document to your machine, use the following procedure to print out a Confidential Document from your machine.

1. 


```
CONF.COMM.          (1-5)
1:XMT
```

2. 

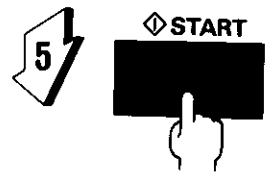

```
CONF.COMM.          (1-5)
4:PRINT
```

3. 


```
PRINT CONF. FILE
    CONF.CODE=■■■■
```

4. Enter Confidential Code of document you want to print.
   Ex: 1123

```
PRINT CONF. FILE
    CONF.CODE=1123
```

5. 


```
* PRINTING *
      PAGE=001/003
```

The machine will print the Confidential Document.

NOTE

1. *The Received Confidential Document will be erased automatically after printing out manually.*

Deleting a Stored Confidential Document

If your memory becomes full, or you just want to clean out your files, you may delete one or more confidential documents stored in your machine using the following procedure. To do so, however, you must know the Confidential Code of the document you want to delete.

1. Make sure no documents are on the ADF.

2. FUNCTION and 5

```
CONF.COMM.          (1-5)
1:XMT
```

3. 5

```
CONF.COMM.          (1-5)
5:DELETE
```

4. SET

```
DELETE CONF. FILE
    CONF.CODE=■■■■
```

5. Enter Confidential Code of the document you want to delete.
Ex: 1122

```
DELETE CONF. FILE
    CONF.CODE=1122
```

6. ◇START

```
* DELETING *
    FILE NO.=012
```

The machine starts deleting the document.

NOTE

1. *You may delete confidential documents also in File Edit mode by using File numbers.*

Printouts and Reports

When you send a Confidential Document to the Relay Station by dialling its One-Touch or ABBR. number, or the station's full number, your machine will printout a COMM. Journal (Confidential XMT) automatically, as soon as the transmission ends.

Sample Confidential XMT Report (Confidential XMT Request)

```
**********-COMM. JOURNAL-**********DATE (1) 15-AUG-1990*******TIME (2) 11:03*****P.(3)1***

(4)
MODE = CONFIDENTIAL-XMT                (5)                    (6)
FILE NO. = 015 (7)          START = APR-15-AUG 11:00   END = 15-AUG 11:03

(8)  (9)      (10)                (11)        (12)      (13)      (14)          (15)
NO.  COMM.    DESTINATION(S)                  PAGE(S)   PRG. NO.  PROGRAM NAME  RLY STN

001  R-OK     [001]/3000          SINGAPORE   003/003                           <01>/2000

                                      (16)
                                  - UF-650 FAX -

**********************************************************- PANAFAX -*****212 111 1234 -*****
                                                        (18)                    (17)
```

Explanation

(1) Printout date: Month-Day-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Indication of confidential transmission mode
(5) Starting time of transmission
(6) Ending time of transmission
(7) File number
(8) Communication number
(9) Communication result: "OK" indicates that the transmission was successful.
"R-OK" indicates that the transmission to the Relay Station was successful.
"INC" indicates that the transmission was incompleted.
(10) Abbreviated number/One-Touch and Network Address
(11) Station name
(12) Number of pages transmitted
(13) Program number
(14) Program name
(15) Relay station's Abbreviated number, One-Touch number and Network Address.
(16) LOGO: Up to 25 characters
(17) ID number: Up to 20 digits
(18) Character ID: Up to 16 characters

6-3. PASSWORD COMMUNICATION

General Description

Password Communications, including Password Transmission and Password Receiving will prevent your machine from sending a document to a wrong station or receiving a document from unauthorized stations. You can set Password Transmission and Password Receiving independently, or both together.

To use Password Transmission, you have to set a four-digit Transmission Password in your machine in advance. The password must be shared with other compatible Panafax machine(s). If the Transmission Password set in your machine does not match the Transmission Password set in the other compatible Panafax machine(s), the transmission will fail. You can select to use Password Transmission or not by setting PASSWORD-XMT to ON or OFF when you send a document.

To use Password Receiving you have to set a four-digit Receiving Password in your machine in advance. The password must be shared with the other compatible Panafax machine(s). If the Receiving Password set in your machine does not match the Receiving Password set in the other compatible Panafax machine(s), the reception will fail. Once your set Password Receiving to ON, it is ON until you change the setting to OFF.

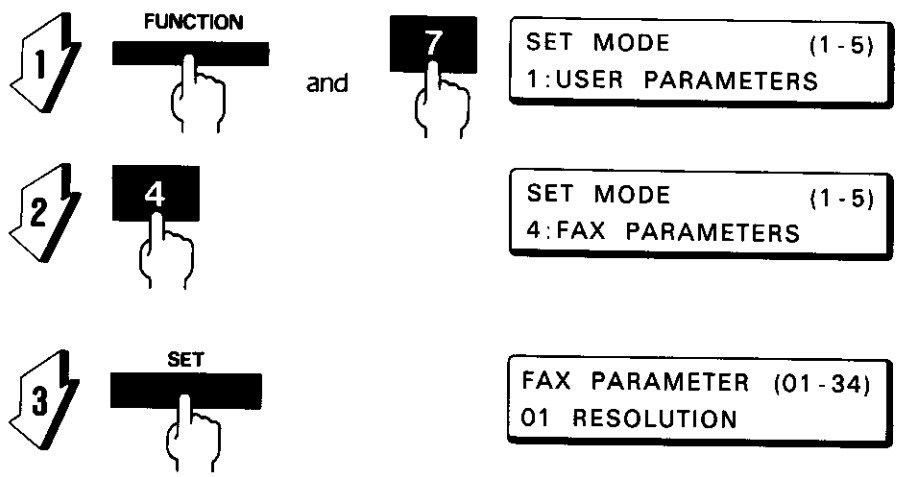
You cannot communicate, using Password Transmission or Password Receiving, with any other model except compatible Panafax machine(s).

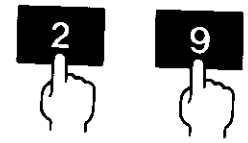
UF-650 Compatibility with Other Machine

Model	Special Settings
UF-260 UF-650 UF-750	Required. Please refer to the individual User's Guide of each model

Setting Transmission Password and Receiving Password

To set Transmission Password and Receiving Password, follow the procedure below.



4 

FAX PARAMETER (01-34)
29 XMT-PASSWORD

5

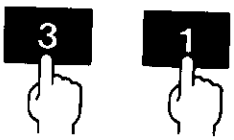
29 XMT-PASSWORD
■■■■

6 Enter four-digit Transmission Password.
Ex: 5 0 0 0

29 XMT-PASSWORD
5000

7 To set the Transmission Password,

FAX PARAMETER (01-34)
30 CHECK XMT-P/WORD

8 

FAX PARAMETER (01-34)
31 RCV-PASSWORD

9

31 RCV-PASSWORD
■■■■

10 Enter four-digit Receiving Password
Ex: 6 0 0 0

31 RCV-PASSWORD
6000

11

FAX PARAMETER (01-34)
32 CHECK RCV-P/WORD

To return to standby, press **STOP**.

How to Use Password Transmission

Password Transmission is preset to OFF in your machine.

To use Password Transmission, set PASSWORD-XMT to ON following the procedure below.

1. Place the document face down on the ADF. Adjust left and right Document Guides.

```
DOCUMENT SET
ENTER STATION(S)    00%
```

2. FUNCTION and 8

```
SELECT MODE          (1-4)
1:COMM. JOURNAL
```

3. 4

```
SELECT MODE          (1-4)
4:PASSWD-XMT
```

4. SET

```
PASSWD-XMT=OFF
1:OFF 2:ON
```

5. 2

```
PASSWD-XMT=ON
1:OFF 2:ON
```

6. SET

```
DOCUMENT SET
ENTER STATION(S)    00%
```

Enter by pressing a One-Touch key, **ABBR** and three-digit code, or a full number.

Ex: ABBR 0 4 5

```
* DIALLING *
[045] (Station name)
```

If your machine's Transmission Password coincides with the other station's, your machine starts sending the document. If not, the transmission will fail.

When transmission is completed, PASSWD-XMT returns to standard setting.

NOTE

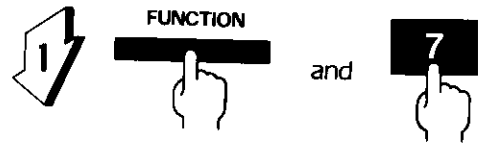
1. *You can send a document to multiple stations by using Password Transmission.*
2. *To change the preset position of Password Transmission ON or OFF, see page 2-17. Once you set the standard setting to ON, turn PASSWD-XMT to OFF when you send a document, if necessary.*

How to Set Password Reception

Password Receiving is preset to OFF in your machine.

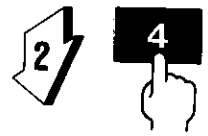
To set Password Receiving, change the standard setting of Password Receiving to ON by following the procedure below.

1. FUNCTION and 7



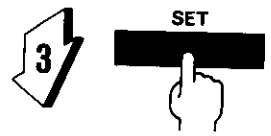
```
SET MODE              (1-5)
1:USER PARAMETERS
```

2. 4



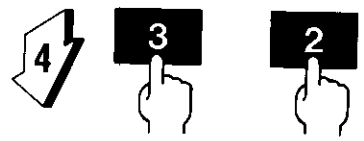
```
SET MODE              (1-5)
4:FAX PARAMETERS
```

3. SET



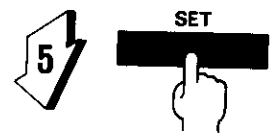
```
FAX PARAMETER (01-34)
01 RESOLUTION
```

4. 3 2



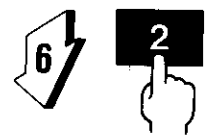
```
FAX PARAMETER (01-34)
32 CHECK RCV-P/WORD
```

5. SET



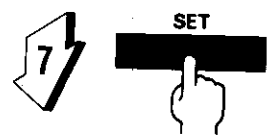
```
32 CHECK RCV-P/WORD
1:OFF                 (1-2)
```

6. 2



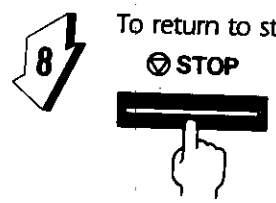
```
32:RCV PW CHECK
2:ON                  (1-2)
```

7. SET



```
FAX PARAMETER (01-34)
34 DEPARTMENET CODES
```

8. To return to standby, ⊘ STOP



```
15-AUG-1990 15:00
                      00%
```

NOTE

1. *Once you set Password Receiving, it is ON until you change the standard setting to OFF.*

6-4. FAX ACCESS CODE

Setting the Fax Access Code

The Fax Access Code prevents an unauthorized user from operating the machine. Once a four-digit Fax Access Code is registered, no one can operate the machine without entering the correct access code. Automatic Receiving, however, is always available. After you complete any operation, such as mode setting or transmission, and the display returns to standby, you have to reenter the access code in order to use the machine again. Registering the Fax Access Code does not affect the use of the machine in any other way.

1. FUNCTION and 7

   SET MODE (1-5)
   1:USER PARAMETERS

2. 4

   SET MODE (1-5)
   4:FAX PARAMETERS

3. SET

   FAX PARAMETERS (01-34)
   01 RESOLUTION

4. 3 3

   FAX PARAMETER (01-34)
   33 FAX ACCESS CODE

5. SET

   33 FAX ACCESS CODE
   ■■■■

6. Enter four-digit Fax Access Code.
   Ex: 1 2 3 4

   33 FAX ACCESS CODE
   1234

7. SET

   FAX PARAMETER (01-34)
   34 DEPARTMENT CODES

8. STOP

   01-AUG-1990 15:00
   ACCESS CODE=■

To return to standby.

NOTE

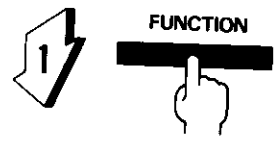
1. *To use the machine after you set the Fax Access Code, enter four-digit Fax Access Code and press* **SET**, *then follow the normal operation.*
2. *To erase the Fax Access Code, follow the procedure to step 5 then press* **CLEAR**, **SET** *and* **STOP**.

6-5. DEPARTMENT CODES

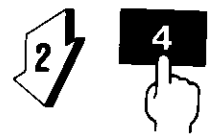
Setting the Department Codes

The Department Code function allows you to restrict usage to individual users (departments).

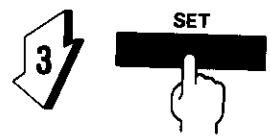
The UF-650 can be set with up to 20 Department Codes. When Department Codes are set, each user must enter four-digit Code before any operation. All four-digit codes are recorded on the Journal print.

1. 

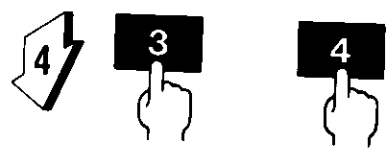
   SET MODE (1-5)
   1:USER PARAMETERS

2. 

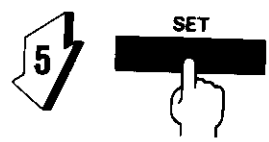
   SET MODE (1-5)
   4:FAX PARAMETERS

3. 

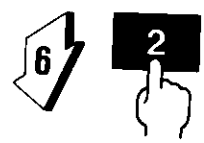
   FAX PARAMETERS (01-34)
   01 RESOLUTION

4. 

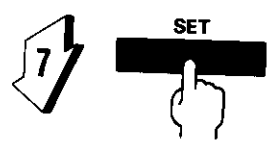
   FAX PARAMETER (01-34)
   34 DEPARTMENT CODES

5. 

   34 DEPARTMENT CODES
   1:INVALID (1-2)

6. 

   34 DEPARTMENT CODES
   2:VALID (1-2)

7. 

   DEPT. CODE=■■■■

8. Enter four-digit Department Code.
   Ex: 1 2 3 4

   DEPT. CDE=1234

9 SET

DEPT.CODE=1234
NAME=■

10 Enter a Department Name. (Max. 10 characters)
Ex: MARKETING

DEPT.CODE=1234
NAME=MARKETING ■

11 SET

DEPT.CODE=■■■■

To set another Dept. Codes, go to Step 7.

12 STOP

15-AUG-1990 15:00
DEPT. CODE=■

To return to standby.

NOTE

1. *To use the machine after you set the Department Codes, enter four-digit Department Code and press* **SET**, *then follow the normal operation.*
2. *The Department Codes will be listed in the Fax Parameter List. See page 4-45.*
3. *To erase an individual Department Code, follow the procedure to Step 7, enter four-digit Department Code that you want to erase then press* **SET, CLEAR, SET** *and* **STOP**.

Printout Journal

When the Department Code is set, the Journal which records the last 120 transactions will provide three kinds of Journals as shown below.

The Detailed Journal includes all of the information as shown in the normal Journal. (see page 4-36.) The Summary Journal shows only the total pages transmitted and time for each department.

Printout Procedure

1 FUNCTION and 6

PRINT OUT (1-6)
1:JOURNAL

2 START

* PRINTING *
JOURNAL

The machine starts printing out the three Journals.

NOTE

1. *When Department Code is set, all contents of the Journal will be erased automatically after printout manually or automatically.*

Sample Detail Journal/Originated Calls

```
**************************-JOURNAL-**************************(1)DATE 15-AUG-1990******(2)TIME 15:15****(3)P.1***

                ORIGINATED CALLS
                01-AUG TO 15-AUG (4)
                (5)
                TOTAL PAGES = 00000740    (6)
                                          TOTAL TIME = 04'43"08
(7)
 ACCOUNTING
(8)  (9)   (10)      (11)  (12)      (13)  (14)                  (15)     (16)    (17)
NO.  COMM. PAGE(S)   FILE  DURATION  X/R   IDENTIFICATION        DATE     TIME    DIAGNOSTIC
001  630   000/005   014   00:00'00  XMT   <01> LONDON           01-AUG   10:35   888888888888
 ⌇    ⌇     ⌇        ⌇     ⌇         ⌇                           ⌇        ⌇        ⌇
103  OK    005/005   395   00:01'06  XMT   [004] SYDNEY          15-AUG   11:22   888888888888
                (18)        (19)
          TOTALS: 00000136  01:36'03

 SALES
NO.  COMM. PAGE(S)   FILE  DURATION  X/R   IDENTIFICATION        DATE     TIME    DIAGNOSTIC
007  OK    014/014   018   00:09'15  XMT   ☎ 1 201 555 9999      01-AUG   15:01   888888888888
 ⌇    ⌇     ⌇        ⌇     ⌇         ⌇                           ⌇        ⌇        ⌇
120  OK    014/014   018   00:09'20  XMT   [003] HONG KONG       15-AUG   15:13   888888888888
          TOTALS: 00000252  01:35'07

 SERVICE
NO.  COMM. PAGE(S)   FILE  DURATION  X/R   IDENTIFICATION        DATE     TIME    DIAGNOSTIC
002  407   003/005   017   00:02'15  XMT   [004] SYDNEY          01-AUG   11:10   888888888888
 ⌇    ⌇     ⌇        ⌇     ⌇         ⌇                           ⌇        ⌇        ⌇
118  OK    014/014   018   00:09'15  XMT   ☎ 1 201 555 9999      15-AUG   15:01   888888888888
          TOTALS: 00000352  02:01'58

                                                    (20)
                                                - PANAFAX HQ -

**************************************************************(22)- PANAFAX -****-(21) 44 71 111 1234 -****
```

Sample Detail Journal/Received Calls

```
**************************-JOURNAL-**************************(1)DATE 15-AUG-1990******(2)TIME 15:15****(3)P.2***

                RECEIVED CALLS
                01-AUG TO 15-AUG
                (5)
                TOTAL PAGES = 00000828    (6)
                                          TOTAL TIME = 04'35"01
(8)  (9)   (10)      (11)  (12)      (13)  (14)                  (15)     (16)    (17)
NO.  COMM. PAGE(S)   FILE  DURATION  X/R   IDENTIFICATION        DATE     TIME    DIAGNOSTIC
004  630   000/005   014   00:00'00  RCV   061 111 1234          01-AUG   11:35   888888888888
005  407   003/005   017   00:02'15  RCV   021 111 1234          01-AUG   11:50   888888888888
006  OK    002/005   017   00:01'06  RCV   GROUP 3               01-AUG   12:22   888888888888
 ⌇    ⌇     ⌇        ⌇     ⌇         ⌇                           ⌇        ⌇        ⌇
119  OK    014/014   018   00:09'20  RCV   031 111 1234          15-AUG   15:13   888888888888

                                                    (20)
                                                - PANAFAX HQ -

**************************************************************(22)- PANAFAX -****-(21) 44 71 111 1234 -****
```

Sample Summary Journal/Originated Calls

```
                                                                    (1)                  (2)      (3)
**************************-JOURNAL-************************DATE 15-AUG-1990*****TIME 15:15****P.3***

   SUMMARY OF ORIGINATED CALLS
   01-AUG TO 15-AUG (4)

   (7)                    (18)                 (19)
   DEPARTMENT NAME        TOTAL PAGES          TOTAL TIME
   ---------------------------------------------------------------------------------------------------
   ACCOUNTING             00000136             01:06'03
   SALES                  00000252             01:35'07
   SERVICE                00000352             02:01'58
   ---------------------------------------------------------------------------------------------------
                          00000740             04:43'08

                                                                          (20)
                                                                          - PANAFAX HQ -

                                                                    (22)                 (21)
*****************************************************************- PANAFAX -*****- 44 71 111 1234 -*****
```

Explanation of Contents

(1) Printout date: Month-Day-Year
(2) Printout time: Hour:Minute
(3) Printout page number
(4) Period
(5) Number of total pages transmitted/received for this machine
(6) Total transmitted received time for this machine
(7) Department name
(8) Communication number: 001—120 (Does not always begin with 1 when printed out manually.)
(9) Communication result: "OK" indicates that the transmission was successful.
"S-OK' indicates that STOP was pressed during communication.
Three-digit information code (see page 5-1) appears when there was a problem.
(10) Number of pages transmitted or received:
The three-digit number is the number of pages successfully transmitted or received. When memory transmission is performed, two three-digit numbers will appear. The first three-digit number represents the number of pages successfully transmitted. The second three-digit number represents the number of pages that were stored into memory.
An asterisk "*" indicates that the quality of some received copies was poor.
(11) File number: 001 to 999 (These numbers are assigned for each communication exept non-memory communication.)
(12) Duration of communication:
Hour:Minute' Second
(13) Type of communication: "XMT" means Transmission
"RCV" means Reception
(14) Remote station identification:
<nn> Name : One-Touch No. and recorded name.
[nnn] Name : ABBR. No. and recorded name
☎ Number : Dialed telephone number
Number : Remote station's Numeric ID
Name : Remote station's Character ID
Group 2, 3 : Remote station was a CCITT G2, G3 machine
(15) Communication date: Month-Day
(16) Communication start time:
Hour:Minute
(17) Diagnostic: For service personnel only
(18) Number of total pages transmitted for the department
(19) Total transmitted time for the department
(20) LOGO: Up to 25 characters
(21) ID Number: Up to 20 digits
(22) Character ID.: Up to 16 characters

6-6. SPECIFICATIONS

Compatibility	CCITT Group 3 Group 2
Scanning method	Transmitter: Contact image sensor Receiver: Solid state thermal recording head
Document size	MAX.: 297mm × 420mm 297mm × 2000mm (with user's assistance) MIN.: 148mm × 128mm
Document thickness	Single sheet : 0.06mm to 0.15mm Multiple sheet : 0.08mm to 0.13mm
Effective scanning width	G3: 208mm 252mm 294mm G2: 205mm 240mm (Reduction) 282mm (Reduction)
Recording paper size	210mm × 100m 1" core (25.4mm) Thermal recording paper, high sensitivie type
Effective recording width	G3: 208mm G2: 205mm
Resolution	Horizontal: G3 8 pels/mm G2 3.85 pels/mm Vertical: G3 3.85 lines/mm (STANDARD) 7.7 lines/mm (FINE) 15.4 lines/mm (SUPER FINE) G2 3.85 lines/mm
Coding scheme	MH, MR, MMR with MWS
Modem speed	14400, 12000, 9600, 7200, 4800, 2400 bps with fallback function
ADF capacity (Automatic Document Feeder)	Built-in, up to 30 sheets
One-Touch and Abbreviated dialling capacity	228 Stations (24 One-Touch keys and 4 One-Touch/Program keys) Each station can register up to 36 digits for each telephone number (including pauses and spaces) and up to 15 characters for each station name
Image Memory Capacity	Approx. 20 pages (MII, 512K byte) Approx. 60 pages (MIII, 1M byte), Approx. 120 pages (MIV, 2M byte) (Based on CCITT Test Chart No. 1 using STD resolution)
Power supply	180~264VAC, 47~63 Hz, Single Phase (Taiwan Version Machine: 108~132 VAC, 47~63 Hz Single Phase)
Power consumption	Standby: Approx. 15W Transmission: Approx. 35W Reception: Approx. 45W (Black Ratio: 20%) Copy: Approx. 60W (Black Ratio: 20%) MAX.: Approx. 150W
Dimensions	160mm (H) × 396mm (W) × 376mm (D) (excluding projections)
Weight	Approx. 14 kg (excluding recording paper)
Operating environment	Temperature: 5 to 35°C Relative humidity: 20 to 80%

6-7. INDEX

PAGE

A
ABBR. No. List 4-40, 6-12
Abbreviated Dialling 3-13
Abbreviated Dialling Capacity 6-39
Abbreviated Dialling Numbers 2-15, 6-10
ADF Capacity 6-39
Automatic Document Feeder (ADF) 3-2, 5-8
Automatic Reception 3-16

B
Batch Comm. Journal 4-39

C
Character ID 2-13
Character Key 2-10
Common Polling Password 4-1
Communication Journal (COMM. JOURNAL) 3-5, 4-38
Communication Journal (Confidential XMT) 6-29
Communication Journal (Relayed XMT) 6-17
Confidential Code 6-19
Confidential Communication 6-19
Contact Image Sensor 5-6
Copy 3-18

D
Date and Time 2-11
Deferred Polling 4-8, 4-14
Deferred Transmission 4-7, 4-10
Department Codes 6-35
Detail Journal/Originated Calls 6-37
Detail Journal/Received Calls 6-37
Dialling Method (Tone or Pulse) 2-7, 2-18
Dimensions 6-39
Direct Dialling 3-11
Directory Search Dialling 3-14
Directory Search List (DIR. SEARCH List) 4-40, 6-14
Document Jam 5-5
Document Misfeeding 3-1, 3-2, 5-1, 5-8
Document Return Tray 1-1, 2-4
Document Size 3-1
Document Thickness 3-1

E
Error Correction Mode (ECM) 3-6

PAGE

F
Fax Access Code 6-34
Fax Parameter List 4-45, 4-46
Fax Parameter Table 2-18
File List 4-23
Function List 1-3

G
Group Dialling 4-16, 4-32
Group Dialling One-Touch Key(s) ... 4-32

H
Halftone 3-4
Handset 2-3
Handset Base 2-3

I
ID Number 2-14
Image Memory Capacity 6-39
Incomplete File Save 4-31
Incomplete Memory Files 4-31
Individual Transmission Journal (XMT Journal) 4-35
Information Codes 5-1
Initial Sending Station 6-1
Interrupt Key 4-22

J
Journal 4-35, 6-36

K
Key Tone Volume 2-19

L
Loading Documents 3-2
Logo 2-12

M
Manual Reception 3-16
Memory Management (Edition File) 4-23
Memory Transmission 3-10
Monitor Volume 2-20
Multi-Station Transmission 3-15
Multiple Copies 3-18

N
Network Address 6-10
Network Password 6-9

PAGE

O
Off-Hook Dialling 3-8
On-Hook Dialling 3-9
One Station Relay XMT Parameter ... 6-7
One-Touch Dialling 3-12
One-Touch Dialling Numbers .. 2-15, 6-7
One-Touch Key 4-17
One-Touch List 4-40, 6-13
Operating Environment 6-39
Original (Contrast) 3-3
Own Network Address 6-7, 6-9
Own Relay Address 6-7, 6-9
Own Telephone Number 6-7, 6-9

P
Paper End Mark 2-18
Password Communication 6-30
Password Reception 6-33
Password Transmission 6-32
Polled Files 4-2, 4-5, 4-6
Polling 4-1, 4-12
Polling Password 4-1
Power Consumption 6-39
Power Failure Report 4-47
Program Key(s) 4-9, 4-19
Program List 4-43
Programmed Communications ..4-9, 4-20

R
Receive to Memory 2-19
Received Time Print 2-18
Receiving Password 6-30
Recording Paper 2-5, 6-39
Recording Paper Jam 5-4
Recording Paper Size 6-39
Regular Call 3-19
Relay Address 6-7, 6-11
Relay Network 6-1, 6-3, 6-5
Relay Result Report 6-16, 6-18
Relay Station 6-1, 6-20
Relay Station Parameter 6-7
Relayed Transmission 6-1, 6-15
Relayed XMT Fax Parameter 6-7
Resolution 3-4, 6-39
Ring Counter 2-18

PAGE

S
Single Copies 3-18
Station Directory Sheet 2-16
Sub-Tray 1-1, 2-4
Substitute Reception
(Memory Reception) 3-17
Summary Journal 6-38

T
Telephone Line 2-6, 5-10
Thermal Recording Head 5-7
Timer Batch Transmisison 4-21
Timer Controlled Communications ... 4-7
Total Pages 3-7
Transmission 3-8
Transmission Password 6-30
Transmission Reservation 3-10
Turnaround Polling 4-4

U
User Parameters 2-11

V
Verification Stamp 2-18, 3-4, 5-9
Voice Contact 3-19

W
Weight 6-39